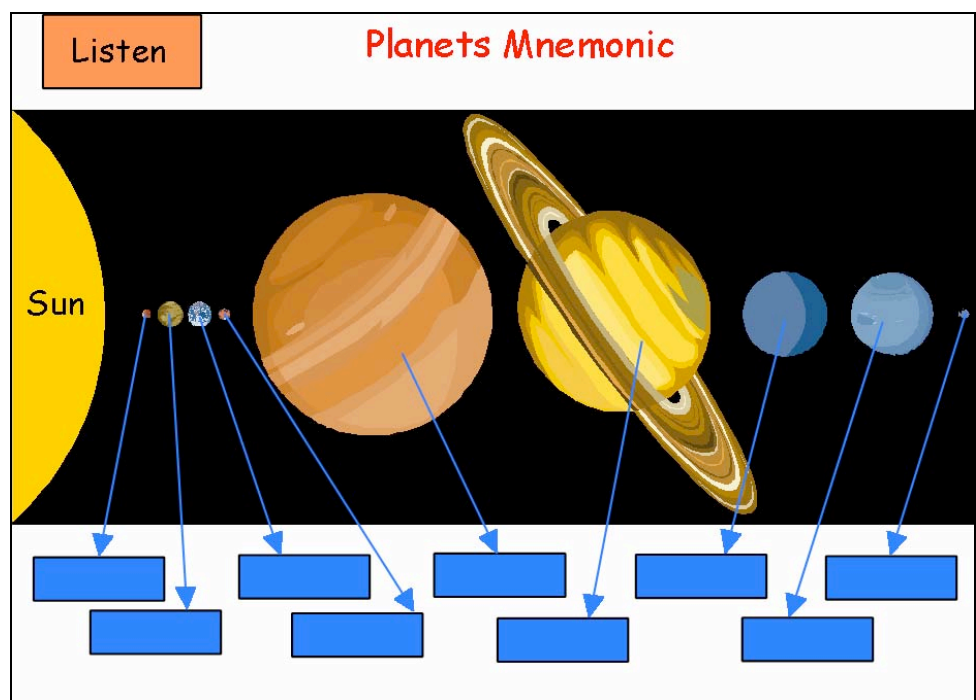


Easiteach: Tutorials and Practical Activities



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Easiteach: Tutorials and Practical Activities, V1.0

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Introduction

Easiteach is a simple interactive teaching tool for whole-class teaching. It has been developed specifically for use on interactive whiteboards and other technologies suitable for whole-class teaching, bringing interactivity and greater pupil involvement to your lessons.

The heart of the Easiteach software family is Easiteach Studio, which provides all the basic Easiteach tools. In addition, there are special toolsets for particular subjects such as Literacy, Maths and Geography, and content packs of ready-made resources for different subjects.

Easiteach files are called **Easibooks**. You can use Easiteach to show ready-made Easibooks, like those provided with Easiteach Content Packs for various subjects. However, Easiteach also provides you with a powerful and flexible set of tools for creating Easibooks.

About this guide

This three-part guide shows you how to use Easiteach Studio to make your own Easibooks. It has three sections:

- **The Basics** – an introduction to the Easiteach interface and toolbars, and some basic operations
- **The Tutorials** – instructions that guide you through the creation of a 13-page Easibook about the Solar System, using interactive exercises, links, pictures, animations and sounds
- **Useful Techniques** – instructions for using other useful Easiteach features.

For a thorough guide to creating Easibooks, work through the tutorials in sequence from screen pages 1 to 13, to create the complete Solar System teaching book. You can also complete individual pages of the tutorials, or just dip into this guide to read out how to do something.

For the purposes of this guide, it is assumed that you are working on a PC to produce an Easibook that you will later use as a whole-class teaching resource on an interactive whiteboard. We have therefore given instructions that use mouse and keyboard controls; remember that when you deliver a lesson, some of the controls on your interactive whiteboard are different!

This guide describes the features and tools of **Easiteach Studio version 3.2**. Earlier versions of Easiteach Studio do not have all the features described here.

For information about upgrading Easiteach Studio, visit the RM website: www.rm.com/easiteach

Printing this guide

This guide is supplied as a downloadable PDF file. You will need the free Adobe® Acrobat® Reader installed on your computer to read it. We recommend that you make a printed copy of the guide for ease of use.

Other Easiteach guides

This guide does not describe the specialist tools available in Easiteach Literacy, Easiteach Maths, and other subject applications. Please refer to the individual *Getting Started Guides* booklets provided with these products; many of these are also available as online Help.

For instructions for using subject content packs, such as the Easiteach Science and Literacy Content Packs, refer to the *Getting Started Guides* booklets provided with these products.

Section 1: Easiteach Basics

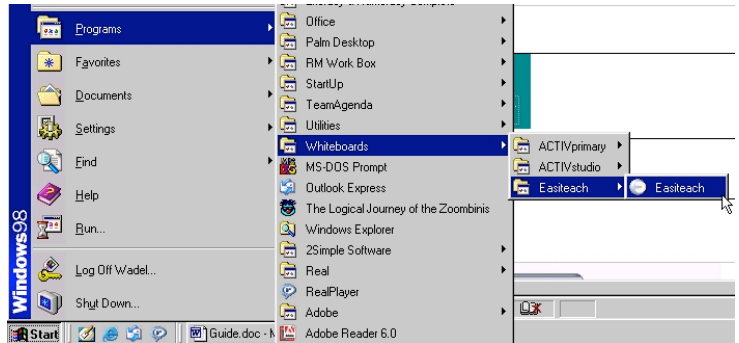
Starting Easiteach

To start Easiteach from your Desktop, double-click on the Easiteach icon.

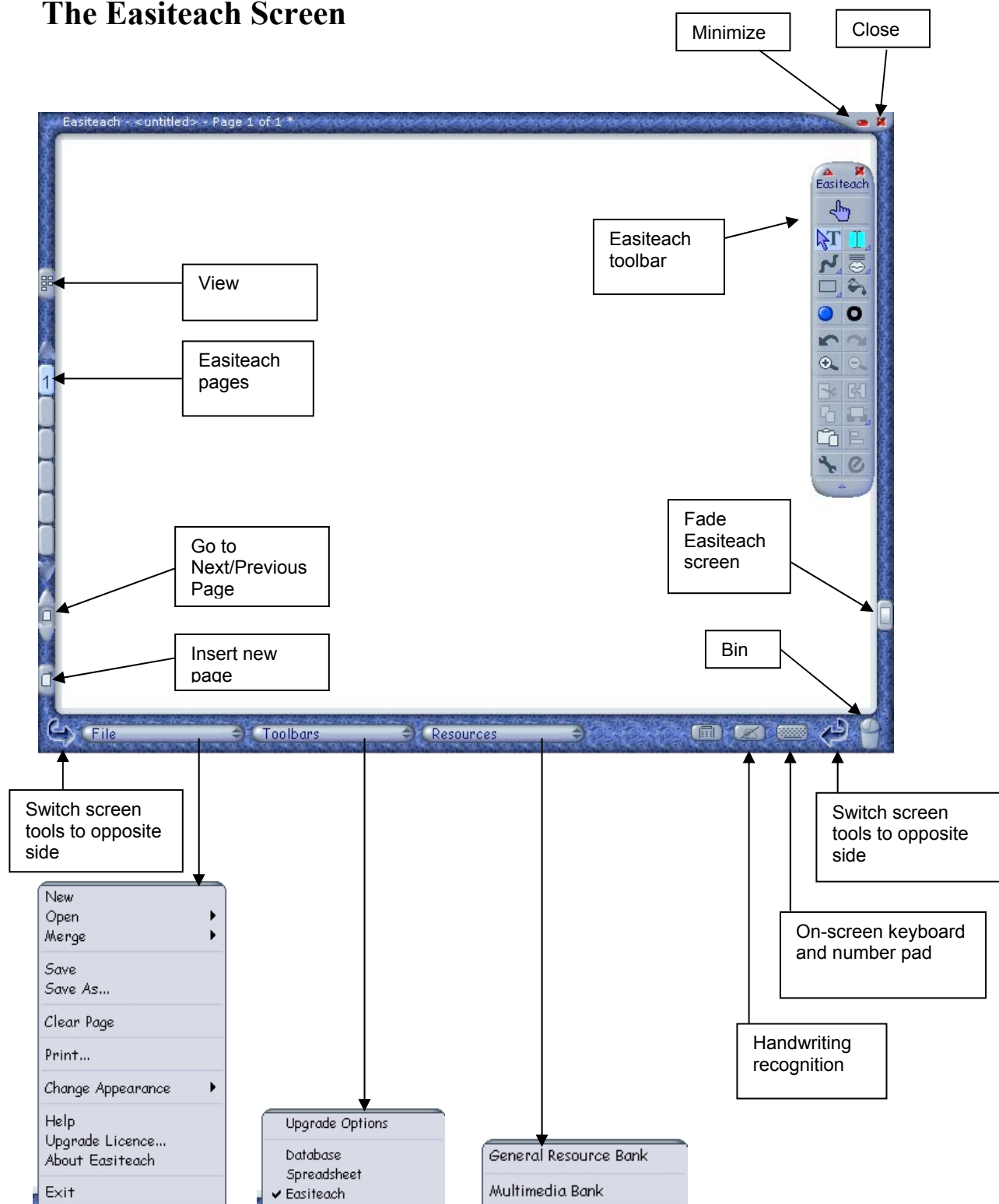


To open Easiteach from your Windows Start menu, click on the **Start** button and navigate to the menu where you can see the **Easiteach** icon.

NB The organisation of your Start menu may differ from the one in the illustration.



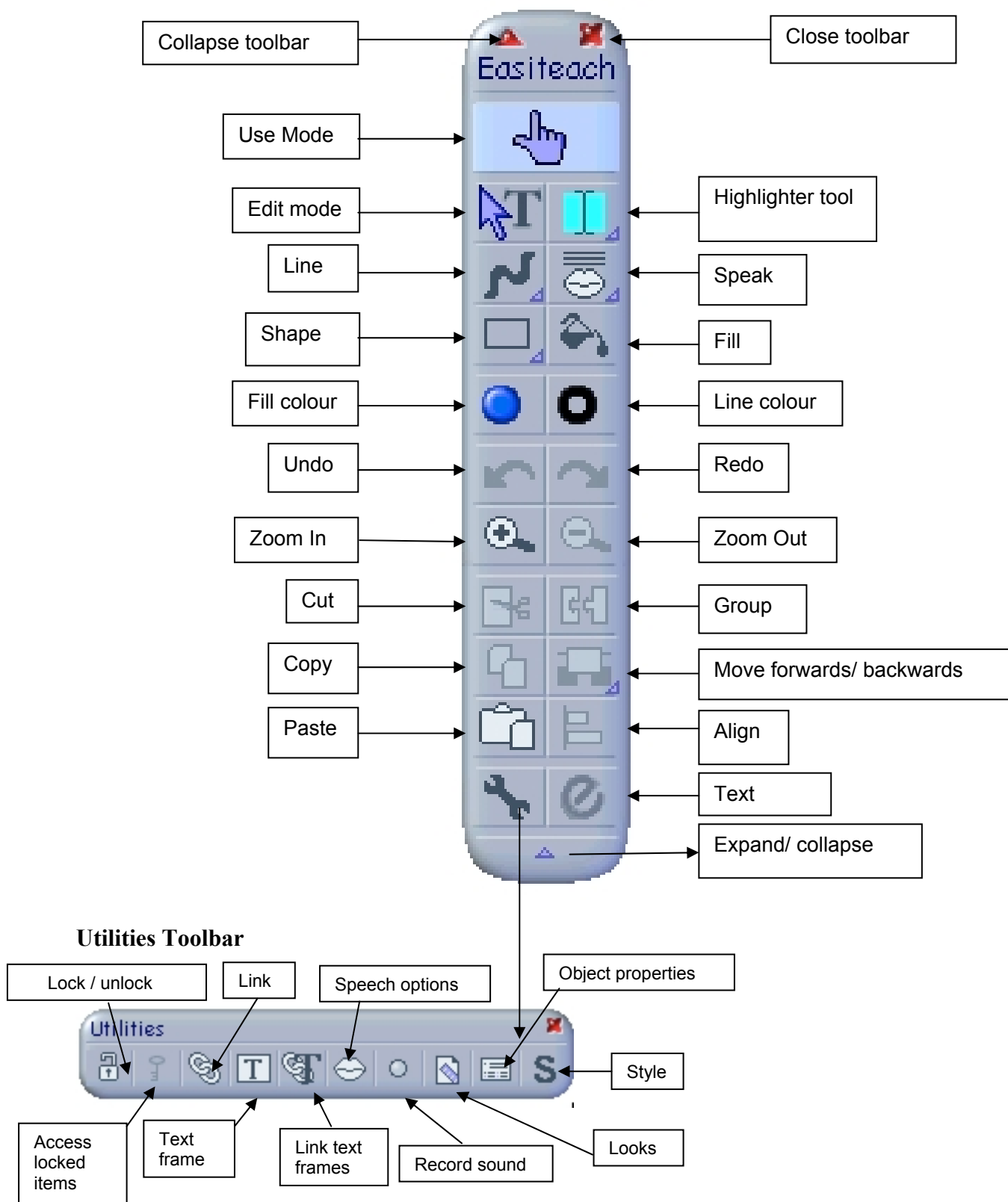
The Easiteach Screen



Toolbars

The Easiteach toolbar provides access to basic Easiteach tools. The Utilities toolbar provides access to the advanced features of Easiteach.

Easiteach Toolbar



Use Mode and Edit Mode

Easiteach offers two different modes of use:

Use Mode

Use Mode is indicated by a hand icon.

Select this mode when using ready-made files and teaching lessons. Within this mode basic functions are available: moving, stretching and rotating objects. When inviting pupils to work at the board, ensure Use Mode is selected.



Edit Mode

Edit Mode is indicated by an arrow icon.

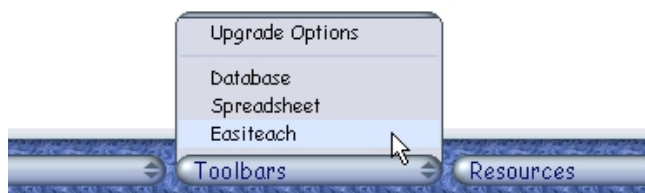
Select this mode when creating teaching resources or adding text to a page.



Basic Operations

Displaying toolbars

- **To display the Easiteach toolbar:** click on the **Toolbars** button at the bottom of your screen and select **Easiteach** from the pop-up menu.



- Depending on the Easiteach products you have purchased, you may be able to select other toolbars from the **Toolbars** menu, such as **Spreadsheet**, **Turtle** and **Science**.
- **To display the Utilities toolbar:** click the spanner icon on the Easiteach toolbar.

You can move toolbars by dragging and dropping them in a new position.

Adding text

When you first open Easiteach, Use Mode is selected by default. This mode is used for presenting an Easibook. When *creating* a book you will need to work in **Edit Mode**.

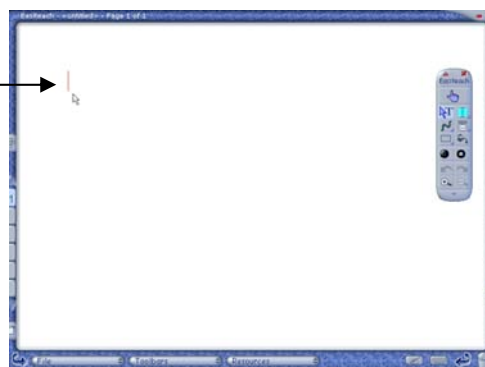


From the Easiteach toolbar, select **Edit Mode** by clicking on the arrow button.



A vertical red line will appear on your screen. This is your cursor.

You can put the cursor anywhere on your Easibook page by clicking with your mouse.



Using the on-screen keyboard

To open the Easiteach on-screen keyboard, click on the **Show/Hide Keyboard** button at the lower right-hand side of your Easiteach screen.

A keyboard with a number pad will appear.



To access capital letters, click on the **Shift** key with your mouse.

NB You can also use your computer keyboard to type text onto your page.

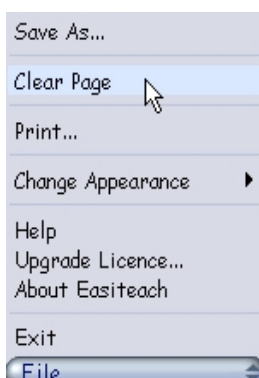


To close the on-screen keyboard, click the **Show/Hide Keyboard** button again.



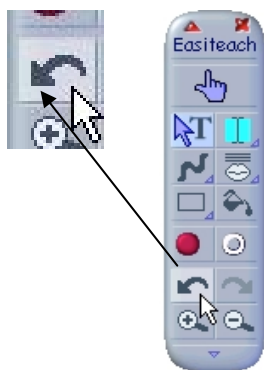
Clearing the page

To clear the page, click on **File** at the bottom of the screen and select **Clear Page** from the pop-up menu that appears.

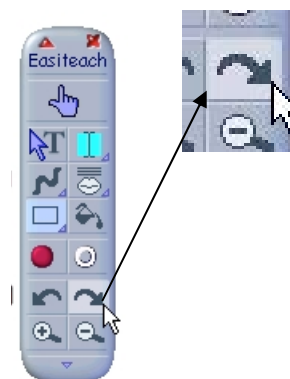


Using Undo and Redo

If at any time you wish to undo an action, you can click on the **Undo** button on the toolbar.



Alternatively, you can reverse an Undo action by clicking on the **Redo** button.



Navigating through pages

To move through the pages of an Easibook, click on the navigation buttons at the side of the screen.

If your book contains more than 6 pages, use the up and down arrows to reveal more numbers.



To step forwards or backwards through the pages, use the **Go to Previous Page** and **Go to Next Page** arrows.

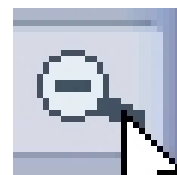
Using Zoom tools

If you need to look more closely at an object, you can use the **Zoom In** tool.

Click on the **Zoom In** tool and then click on the object you wish to zoom in on.



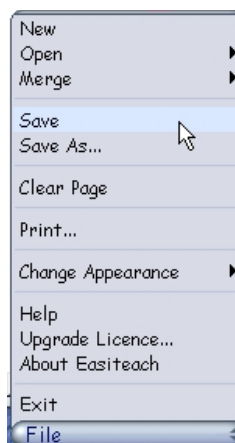
To zoom out, click on the **Zoom Out** button.



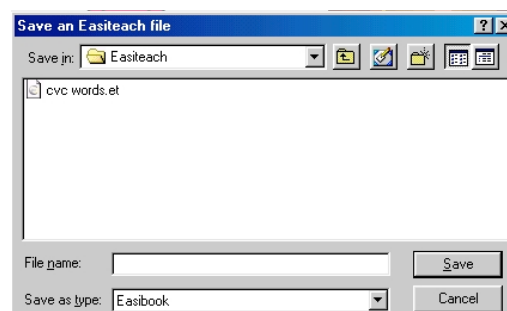
Saving an Easibook

It is important to save your Easibook regularly while you are working on it, so as not to lose any changes you make to it.

1. To do this, click on the **File** menu at the bottom of the screen and select **Save** or **Save As** from the pop-up menu that appears.

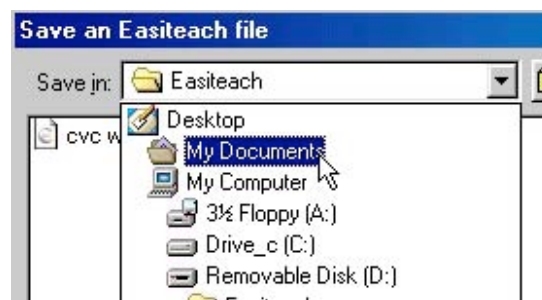


2. The **Save an Easiteach file** dialogue box appears.



3. You now need to decide where to save your Easibook.

4. Using the drop-down list, navigate to the place on your computer where you wish to save your Easibook.

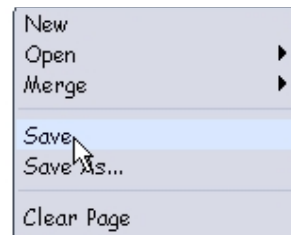


5. Type the name of your Easibook in the **File name** box and click on **Save**.



Closing Easiteach

1. If you need to save the Easibook you are working on, select **Save** from the **File** menu.



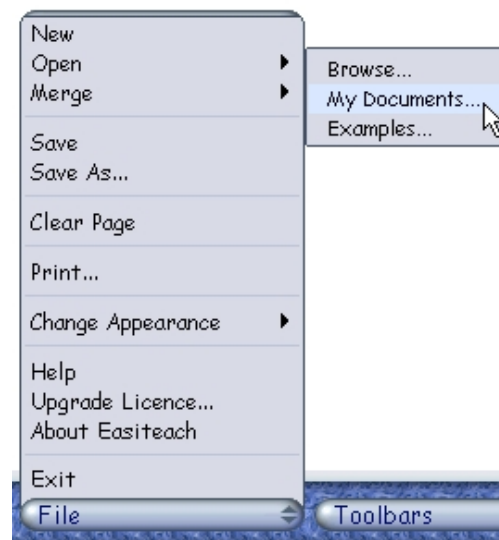
2. To close the Easibook and exit Easiteach, select **Exit** from the **File** menu.



Opening an Easibook

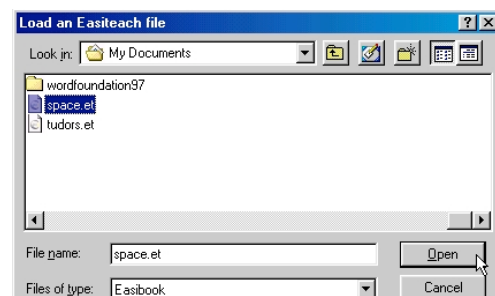
1. To open an existing Easibook, select **Open** from the **File** menu.

3. Depending where you have saved your files, choose **My Documents** or **Browse**.



4. Once you click on **Browse**, a window will open allowing you to navigate to the folder where you have saved your Easibook.

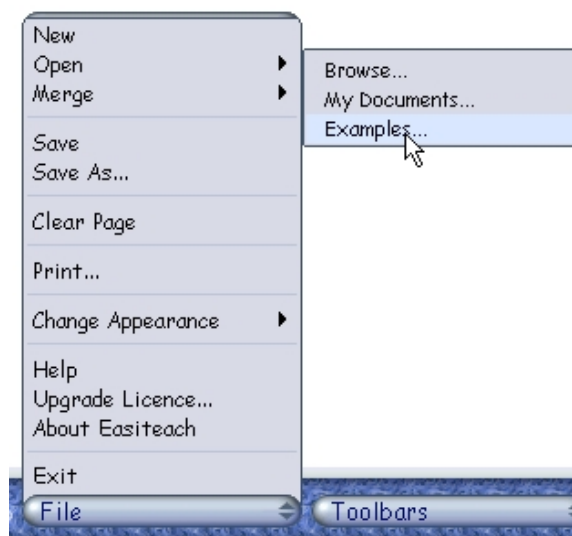
5. Select the file you want and click **Open**.



Opening Example Easibooks

By selecting **File, Open, Examples**, you will find examples of Easibooks you can open.

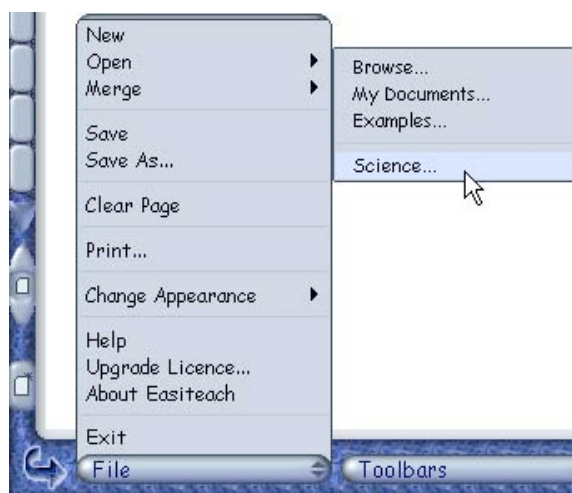
Select the example Easibook you want to open.



Opening Content Packs

If you have previously installed subject content packs, e.g. Easiteach Science Content Pack, these appear as extra options on the **File, Open** menu.

Select the subject you want. An index file opens, giving access to all the resources in the pack.



Section 2: Tutorials – Making an Easibook

Introduction to the Tutorials

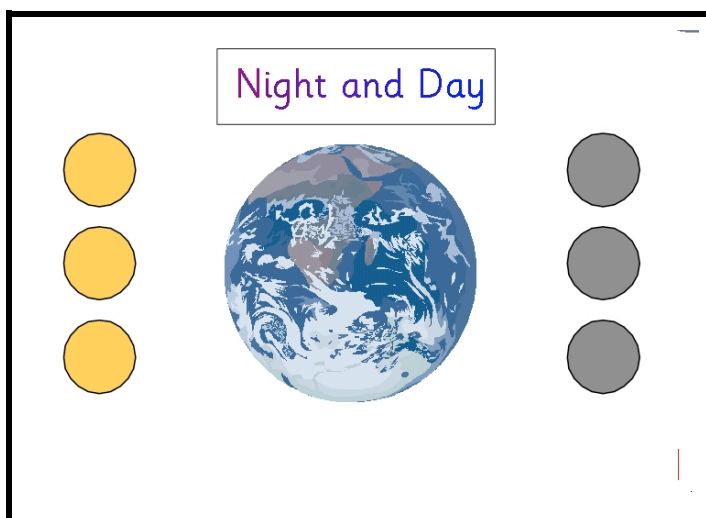
The following exercises take you step by step through the creation of an Easibook for teaching about the Solar System, using many of Easiteach's interactive features. Some are short and others are long, but each of the 13 screen pages introduces one or more useful Easiteach techniques. We suggest you save your Solar System Easibook and add to it as you work through the tutorials.

The First Page: Handling text and graphics

In making this page, you will learn how to:

- ◆ use the **Text Effect** menu to change font style, colour and size
- ◆ add graduated colour effects to text
- ◆ add a text frame
- ◆ add a shadow to text
- ◆ add graphics
- ◆ resize a graphic
- ◆ add and rotate shapes
- ◆ use the **Fill** tool
- ◆ use the **Group** tool
- ◆ use the **Alignment** tool
- ◆ organise the content of a screen with Edit Mode selected

When you have finished, your final Easibook page should look like this:

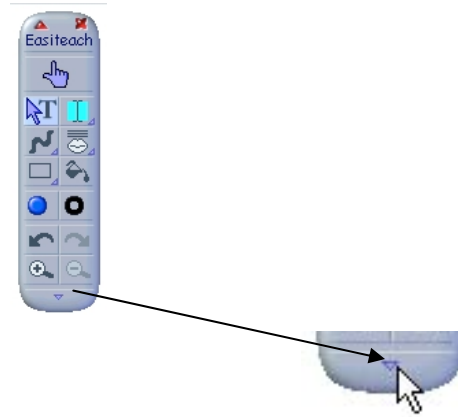


Handling text

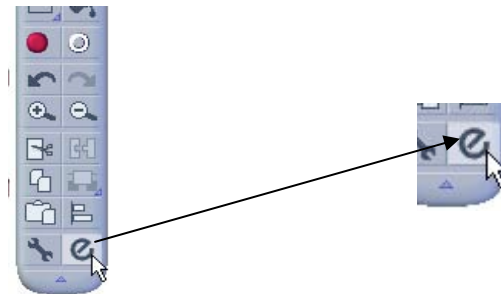
Font style

1. Clear the page and type 'Night and Day'.
2. Highlight your text: with the cursor at one end of the text, click the left mouse button and drag the cursor over the text.
3. **Expand** the Easiteach toolbar by clicking on the arrow at the bottom of the toolbar.

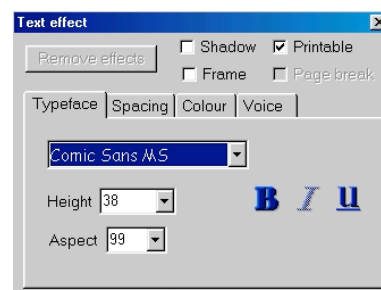
Night and Day



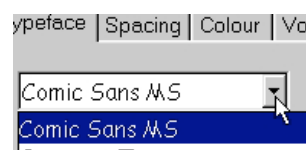
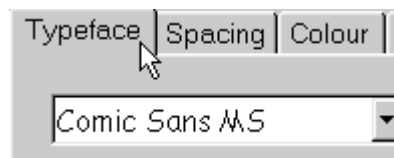
4. Click on the **Text effect** button to open the Text effect window.



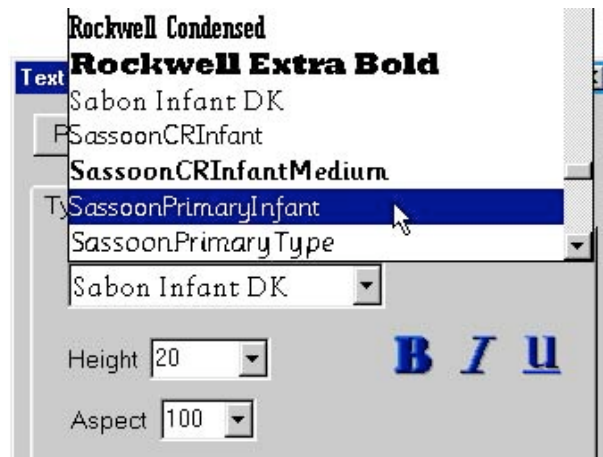
5. The **Text effect** window appears.



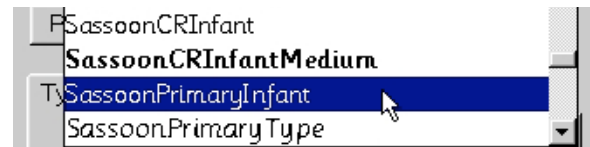
6. Within the **Text effect** window there are four tabs.
7. Click on the **Typeface** tab to select the font you want to use.
You will see the default typeface.
7. To change the font, click on the drop-down menu to reveal a list of options.



8. Using the scroll bar, scroll down to another font, in this instance Sassoon Primary Infant.



9. Click on it to select it.



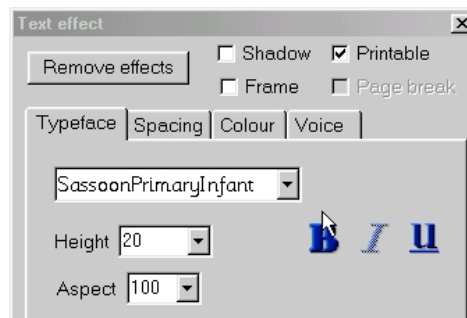
10. You will see that your text has changed.

Night and Day

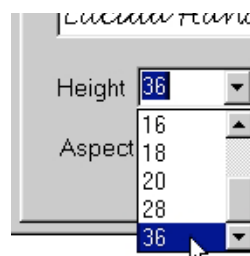
Font size

1. With your text still highlighted, change the size of your text.

Night and Day



2. In the **Height** box, type or select 36.

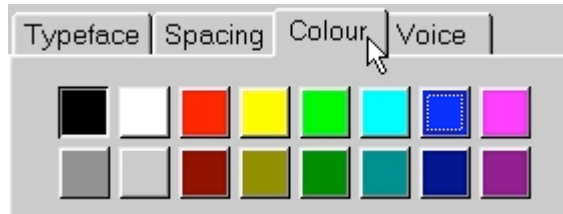


3. Your text will now appear larger.

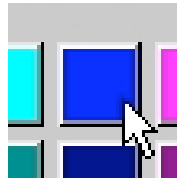
Night and Day

Changing the colour of text

1. Ensuring your text is highlighted, click on the **Colour** tab.



2. Click on the blue colour button.
3. Click away from your text to de-select it.
4. Your text will now be blue.



You can select a greater variety of colours by clicking on the **More colours** button.

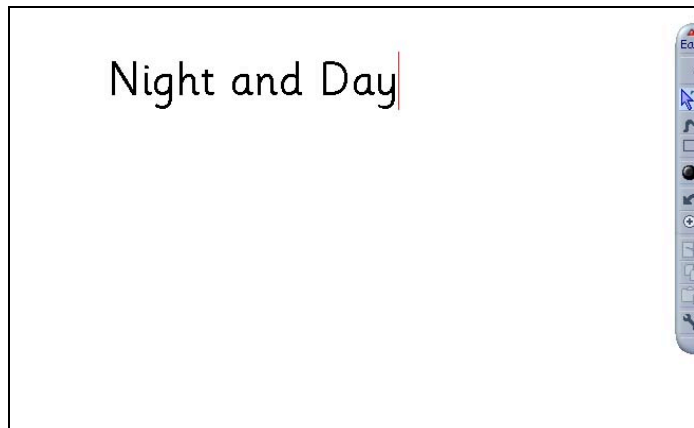
NB Be careful to choose a font style, colour and size that can be read easily.



Close the Text effect window by clicking on the cross in the top right-hand corner.



Your page should look something like this:



Creating graduating colour and text size

You may want to add graduating effects to your text. You will need to use your computer's keyboard to do this.

1. Ensuring that you are still in **Edit Mode**, highlight just the first letter of your text.



2. Open the **Text effect** window.

3. Open the **Colour** palette and select purple.



4. Next, highlight just the last letter of your text and select blue on the Colour palette.



5. Now highlight all the text.

Hold down the Control (**Ctrl**) key on your computer keyboard and press **G**.



6. Your text should now have graduated colour.



You can use the same technique to graduate the height of your text.

1. Select the first letter of your text as before, but this time click on the **Typeface** tab in the Text effect window.

2. Select font size **36**.

3. Next, select the last letter and change its font size to **14**.

4. Highlight the text, then hold down **Ctrl** and press **G** on your keyboard.

5. The size of your text will now be graduated.

NB Keep in mind that graduating is a useful technique but it should not distract from the main focus of your page.

If you have graduated the size of your text, use the **Undo** button now to return it to the way it was.



Selecting and moving text

Next, you need to move the text to the top centre of the page.

Rather than highlighting it, you need to *select* the text.

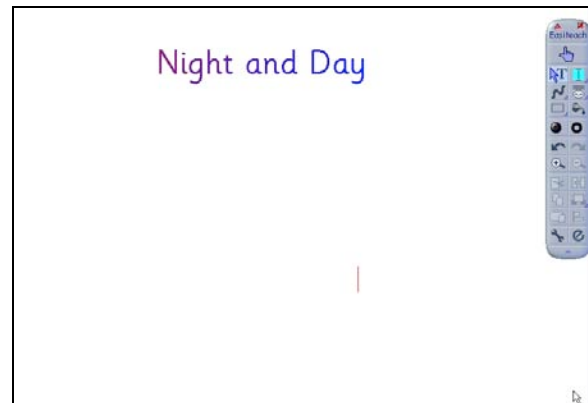
To do this, click or double-click on the text. A dotted red box will appear around the text and the cursor will have turned into a hand.



1. Drag and drop the text to the top centre of your page.

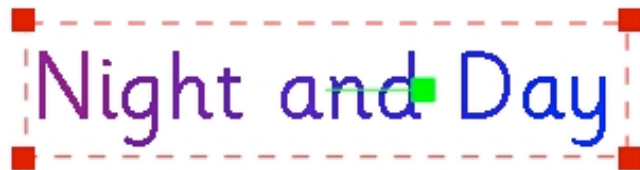
2. You can use this technique to move any text or graphic around your page.

NB Correctly aligning your text on the page gives your Easibook a professional look. This will be covered in greater depth later.

**Adding a frame to text**

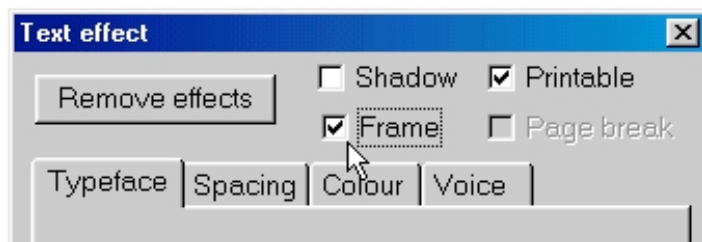
To give greater emphasis, you may wish to put a frame around a piece of text.

To do this, first select your text.



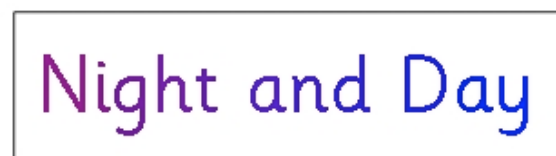
1. Open the **Text effect** window and click in the **Frame** box to put a tick there.

2. A frame will now appear around your text.



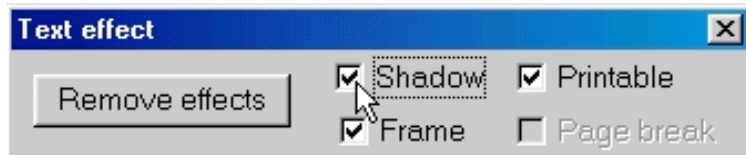
3. Click outside your text box to de-select it.

Your text should now look like this:



Adding a shadow to text

To add a shadow to your text, click anywhere in the text and then select the **Shadow** box to activate it.



NB You will notice that adding a shadow makes the text less clear – be aware that adding a shadow to text can affect its clarity.



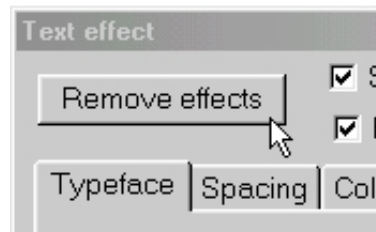
In future, before adding a shadow to text, experiment with different colours and font types.

Remove the shadow from the text by clicking in the **Shadow** box to remove the tick.

**Removing all text effects**

Should you wish to remove *all* the text effects, click on the **Remove effects** button in the **Text effect** window.

This removes both the frame and the colour graduation.

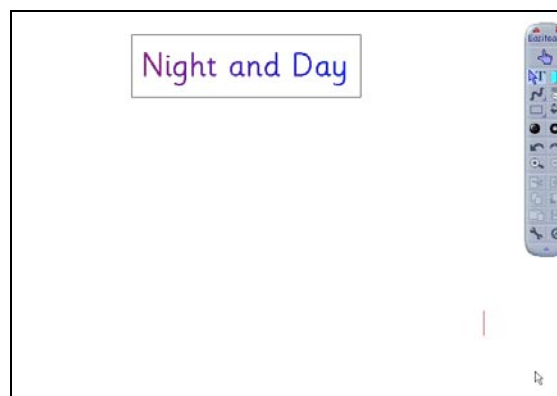


Reverse this action by clicking on the **Undo** button on the Easiteach toolbar.

This will restore the frame and colour graduation.



Your page should now look like this:



Rotating text

1. In the centre of your page, type 'The Planets'.

When selecting text to move it, you will have noticed that a green handle appears in the centre of the dotted red box.

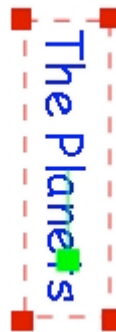
This handle enables you to rotate text or graphics through 360°.

2. When your cursor is over the green handle, a **rotation symbol** will appear.

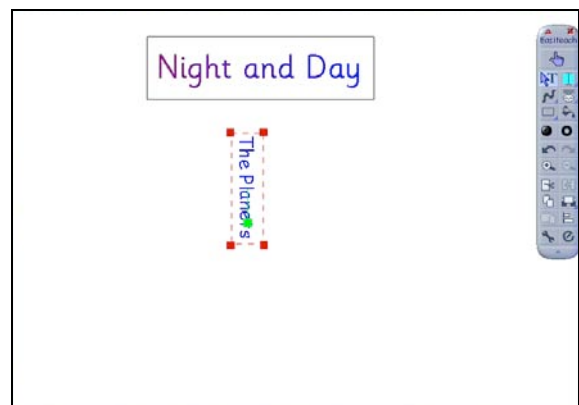


3. Use the cursor to rotate the text through 90° by holding down the left mouse button and moving the mouse.

4. Click away from your text to de-select it.



5. Your page should now look like this:



Deleting text and graphics

In this Easibook the text you have just rotated won't be needed, so you can delete it.

You can delete text and graphics on an Easiteach page in a variety of ways:

Deleting using the keyboard

Once you have selected text or graphics, you can delete them using the backspace key on your Easiteach on-screen keyboard or computer keyboard.

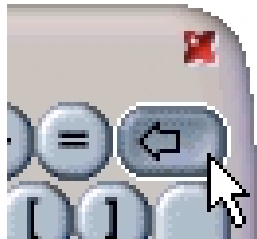
1. Select the unwanted text.



2. Click on the **Show/Hide Keyboard** button.



3. On the on-screen keyboard, click on the backspace button.



Alternatively, highlight your unwanted text or graphic, and press either the backspace or delete key on your computer keyboard.

Using the bin

When you are working at the board, the most efficient way to get rid of any unwanted object is to use the bin.

Select the graphic or text you want to delete and drag it to the bin at the bottom of the screen.



Handling graphics and other objects

Inserting a graphic from the Multimedia Bank

You are now going to insert a graphic from the Multimedia Bank into your page.

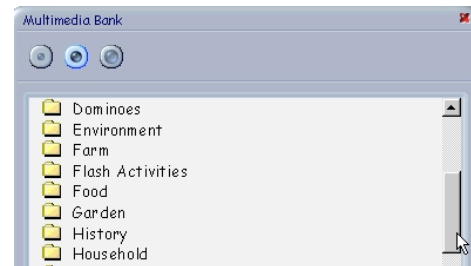
1. Click on the **Resources** menu at the bottom of the screen.
2. Click on **Multimedia Bank** in the pop-up menu that appears.



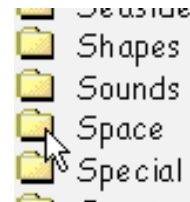
3. The **Multimedia Bank** opens.
4. To see all the folders within the **Multimedia Bank**, click on the **Home** button to the right of the drop-down list.



5. Use the **scroll bar** on the right-hand side of the Multimedia Bank window to scroll down to the **Space** folder.

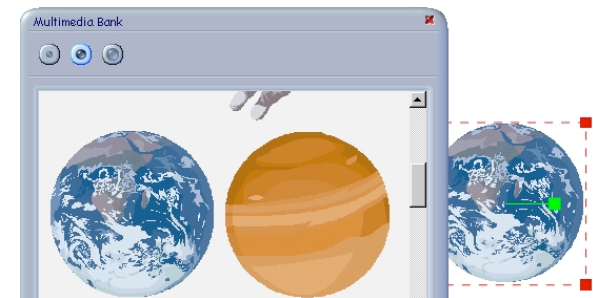


6. Click on the **Space** folder to open it.



7. Scroll down until you see the graphic of the Earth.

8. Click on the graphic and drag it onto your Easiteach page.



9. Close the Multimedia Bank by clicking on the red cross in its top right-hand corner.

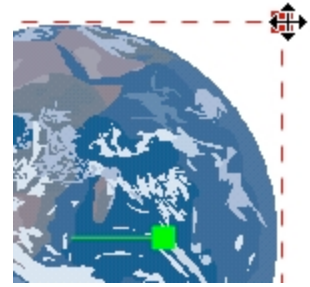


10. Drag the Earth graphic into the middle of your screen.



Resizing a graphic

1. Making sure you are still in **Edit Mode**, select the graphic. You will notice that a dotted box appears around it.
2. To resize the graphic, click on one of the red corner boxes.
3. Hold down the left mouse button and drag the box out to enlarge the graphic to the size you want.



NB You can resize text using the same method.

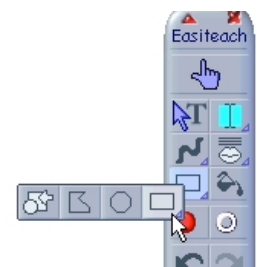
Adding shapes

You are now going to add a line of shapes on either side of your image.

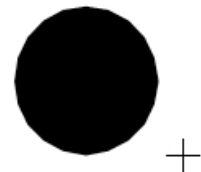
1. Click on the **Shapes button** on the toolbar.



2. A menu pops out enabling you to select **Rectangle**, **Ellipse**, **Polygon** or **Shapes**.
3. Click on **Ellipse**.



4. You will notice your cursor changes to a cross.
 5. Click on the screen and hold down the left mouse button to drag out an **Ellipse**. Stop when your shape is the size you require.
- Tip: To get a circle, hold down the **Ctrl** key while you drag out the ellipse.

**Using the Fill tool**

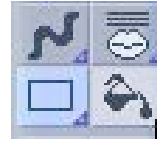
1. On the Easiteach toolbar, click on the **Fill Colour** button to open the colour palette.



2. Select the orange button.



3. Now click on the **Fill** button on the Easiteach toolbar.

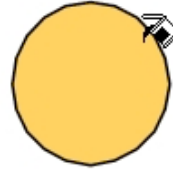


4. When you move the cursor over the shape to be filled, it will change into a tipping pot.



5. Click on the shape.

6. The shape should now be filled with orange.



This technique can be used to change the colour of text or graphics.

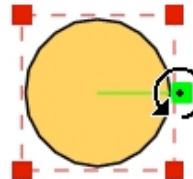
Rotating an object in Edit Mode

1. In **Edit Mode**, select your shape by clicking on it.



2. As you move your cursor over the green handle, a rotation symbol (a curved arrow) appears.

3. Using the left mouse button, click on the green handle in the centre of your object. Hold the mouse button down and move the mouse to rotate your shape.



This technique can also be used to rotate text.

Rotating an object in Use Mode

This option is used when presenting an Easibook.

1. Draw and fill a second ellipse, using the method described above.

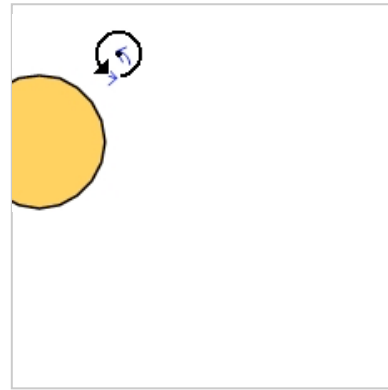
2. Next, change to Use Mode by clicking on the **Use Mode** button at the top of the toolbar.



3. Click on your shape: two blue arrows appear to the top right of it.



4. As you move your cursor over the blue arrows, you will notice that a rotation symbol appears.
5. You can rotate the shape by clicking on the rotation symbol and holding down the left mouse button while moving the mouse.



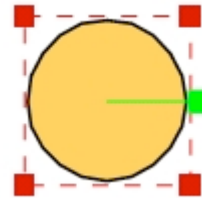
This technique can be used to rotate text or graphics when presenting an Easibook.

Copying objects

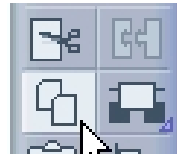
This method is the same In both Use and Edit Modes, but the illustrations here show the process in **Edit Mode**. Start this exercise with a single circular shape.



1. Select your shape.



2. Click on the **Copy** button on the toolbar.



3. Click on the **Paste** button on the toolbar.



4. You now have two shapes on your page.
5. Click on the **Paste** button again. You now have three shapes on your page.
6. Drag and drop your shapes into a line, as shown here.



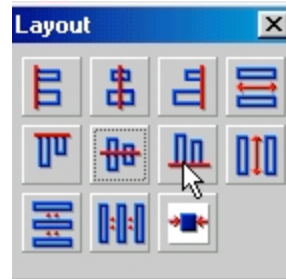
You can use this method to copy anything on an Easiteach page, including text.

Aligning objects

Although you can align shapes on the page by eye, it is quicker and more accurate to use the alignment tools.

To align objects, the **Layout** window is used. This appears when the **Align** button on the Easiteach toolbar is clicked.

The Align button only becomes activated when one or more objects are selected.

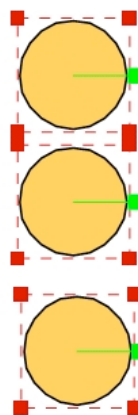


1. Hold down **Ctrl** on your keyboard and click on each of the three shapes in turn to select them.

The *first* of the shapes you select will be the reference object – the other objects will be aligned to that one – so select the best-placed shape first.

Tip: To select multiple objects, try also these alternative methods:

- Clicking and dragging
- Clicking on the first object, then right-clicking to add more objects



2. Select the **Align** button to display the **Layout** window.

3. In the Layout window, click on the button which aligns the centres of the objects in a neat column.



4. Now click on the button which evens out the vertical spacing between the objects.



5. Close the Layout window.



Your shapes should now be neatly aligned and spaced.

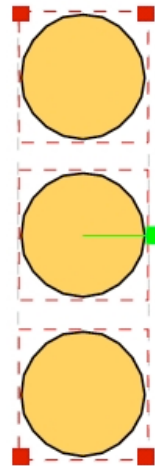
Grouping objects

Now the shapes are correctly aligned, the next stage is to move them. However, there is no point in moving them individually, as they would then have to be aligned again. Therefore, they need to be grouped.

1. Select all your shapes by holding down **Ctrl** and clicking on each shape in turn.
2. Next, click on the **Group** button on the Easiteach toolbar.



3. Your shapes are now grouped – when you drag them to a new position they will all move together.



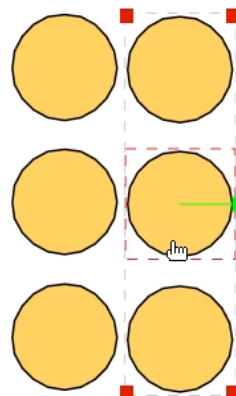
4. You can also copy the grouped items.
5. With your grouped items selected, click on the **Copy** button on the Easiteach toolbar.



6. Then click on the **Paste** button.



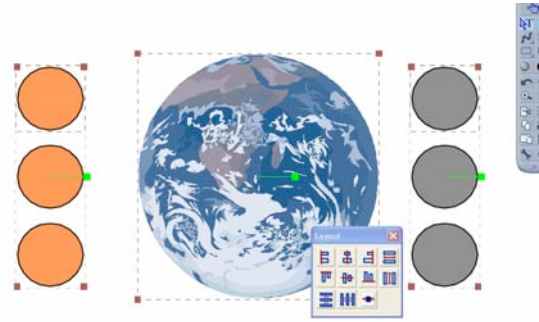
7. You now have two sets of grouped shapes.
8. Select, drag and drop your two sets of grouped shapes so that you have one on either side of your Earth graphic.



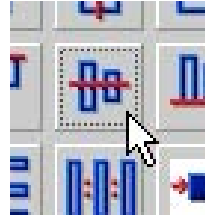
Aligning several objects on a page

Now you need to align your grouped shapes and the Earth graphic on the page.

1. To do this, select all three objects and open the **Layout** window.



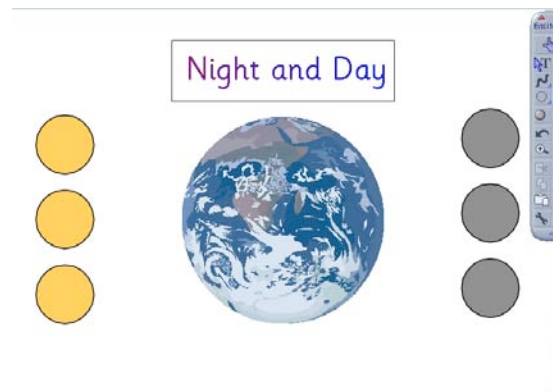
2. Click on the **horizontal alignment** button (second from the left in the middle row).



3. Using the **Fill** tool, change the colour of the set of shapes on the right-hand side of the page to grey.

4. Place your title centrally at the top of the page.

Your page should look like this:

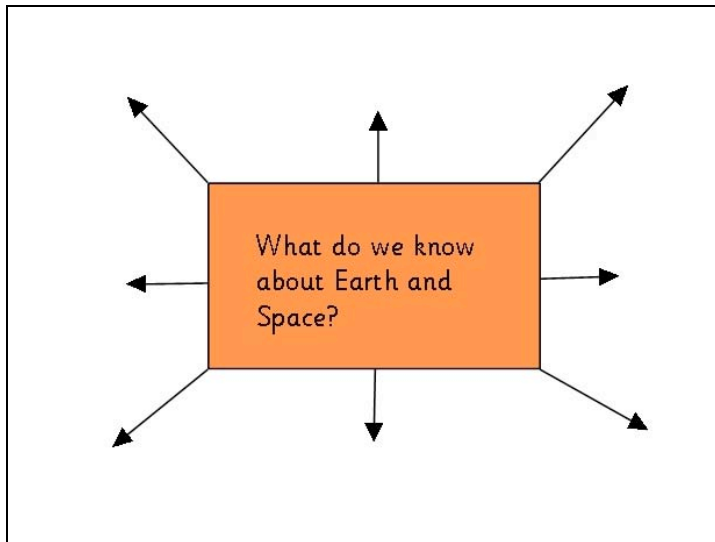


The Second Page: Line tools and locking

In making this page you will learn how to:

- create a new page
- use the Line tool
- use the Move forwards/ Move backwards buttons to organise objects on your screen
- lock text and graphics to the background

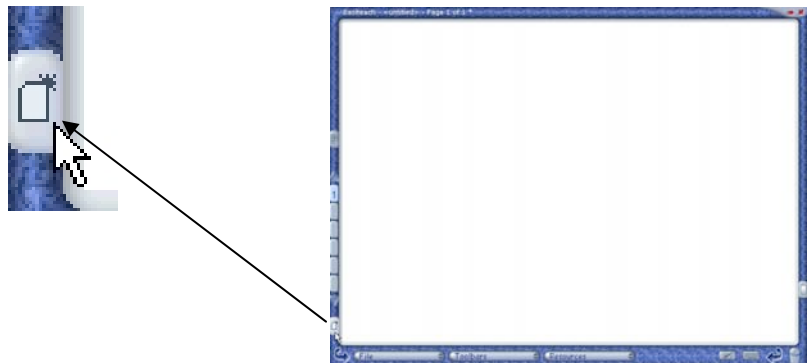
The final Easiteach page should look like this:



Combining text and graphics

Creating a new page

Open a new page by clicking on the **Insert New Page** button at the lower left-hand side of the screen.



Creating an ideas map

1. In **Edit Mode**, click anywhere on the screen and type:

What do we know about Earth and Space?



2. Highlight your text.

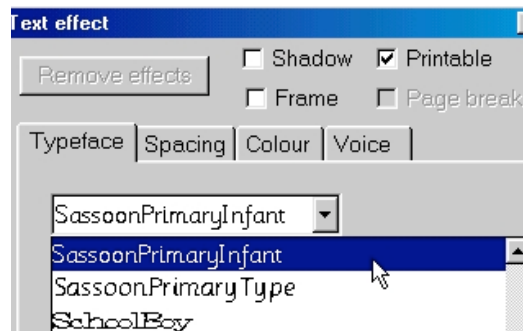
What do we know about Earth and Space?

3. Open the **Text Effect** window.

NB If your toolbar is not expanded to show the Text Effect button, click on the arrow at the bottom of the toolbar.



4. Click on the **Typeface** tab and select **Sassoon Primary Infant** from the drop-down list of fonts.



5. Select font height **20**.

6. Close the Text Effect window.



7. Select an appropriate colour from the **Fill Colour** palette.



8. Using the **Shapes** tool, draw out a rectangle.

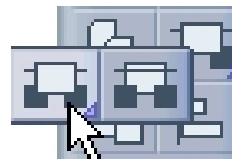


9. Select **Edit Mode**.

10. Drag your text onto the rectangle.



11. It may happen that the text appears behind the rectangle. If this is the case, with your text still selected, click on the **Forwards** button on the Easiteach toolbar.



Your text should now appear on top of the rectangle.

Adjusting the width of text

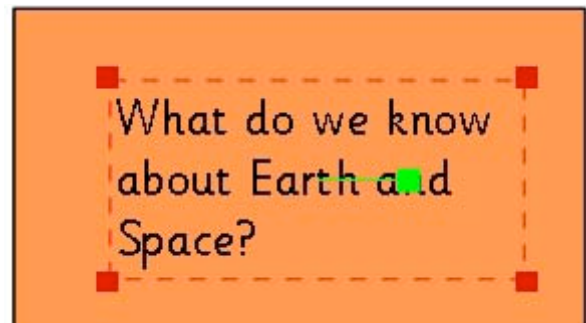
You now need to adjust your text so that it fits inside the rectangle.

1. Select the text.
2. Place the cursor to the right of the text.
3. You will notice that the cursor now appears as two arrows.



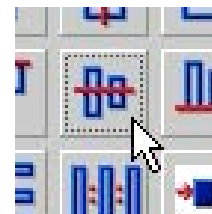
4. Now click and hold down the left mouse button and drag the dotted red outline down until your text fits inside the rectangle.

5. Drag your text into position in the centre of your rectangle.



6. Hold down **Ctrl** and click on both shape and text to select them.

7. Click on the **Layout** button and select the horizontal alignment option from the Layout menu. This will centre the text in the rectangle.



8. With the text and rectangle still selected, click on the **Group** button.
9. Move the grouped objects to the centre of the page.



Using Line tools

1. Click on the **Line** tool on the Easiteach toolbar.



2. Select the single arrowhead from the pop-out menu that appears.



3. Select the **Line Colour and Width** button from the Easiteach toolbar.



4. The **Line Colour and Width** toolbar appears.

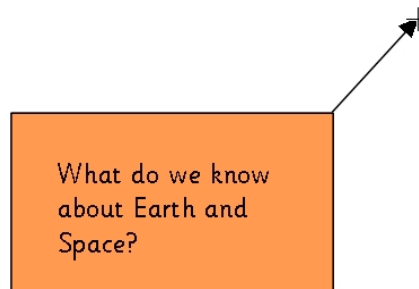
Select the black line colour.



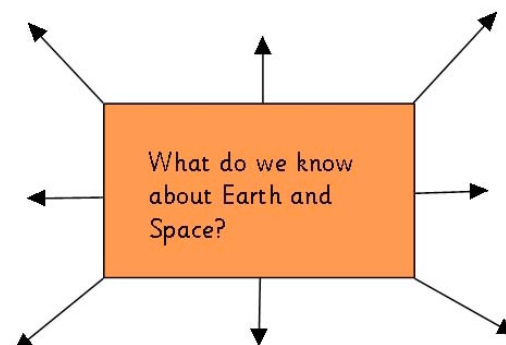
5. Select the second-thinnest line width.



6. Click on the corner of your rectangle and draw out an arrow of the required length.



7. Repeat this seven times at evenly spaced points around your rectangle.

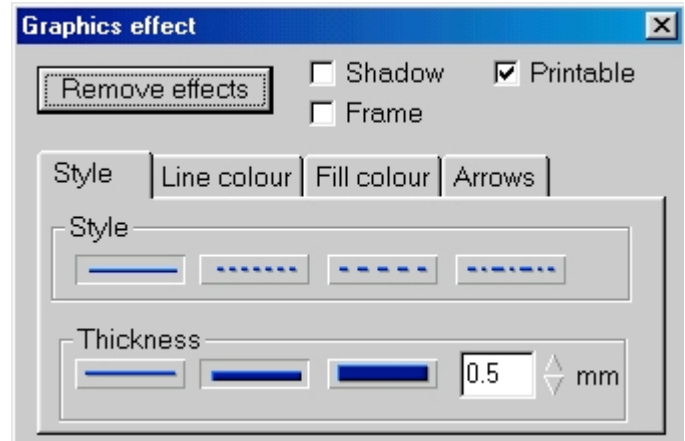


Editing lines with the Graphics Effect window

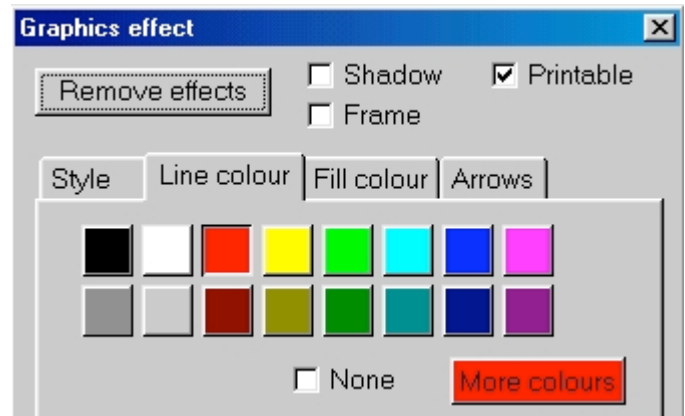
You may wish to change the style of the arrows on your page.

1. Select the line you wish to edit (or hold down **Ctrl** and click on each line in turn, to select them all and edit them all at once).
2. Click on the **Effects** button on the Easiteach toolbar. The **Graphics Effect** window opens.

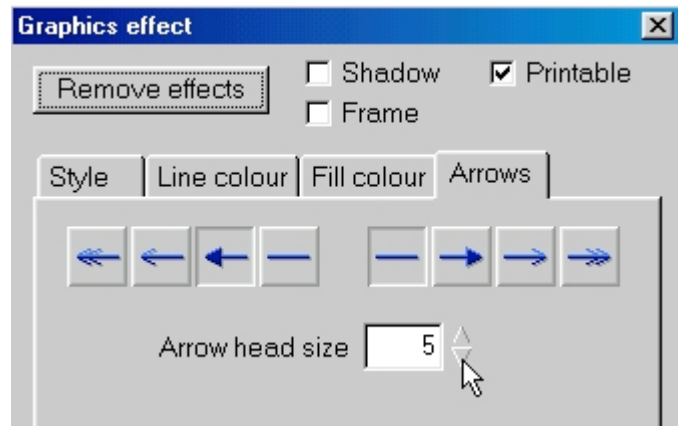
By selecting the appropriate tab, you can set the style and thickness of a line, ...



... line colour ...



... and size and type of arrowheads.



3. Select all objects on your page by holding down **Ctrl** and pressing 'A' on your computer keyboard.
4. Next, click on the **Group** button on the Easiteach toolbar. Now all the objects are grouped and can be moved as one.



Locking objects to a page

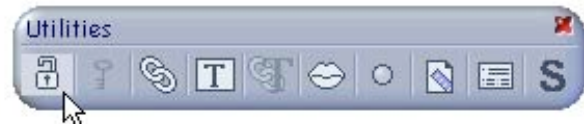
Locking

In **Use Mode** when you are annotating on this page, you may accidentally move your grouped objects. To prevent this, you need to lock your objects to the page.

1. To do this, first click or double-click on your grouped objects to select them.
2. Click on the **Utilities** toolbar button.



3. The **Utilities** toolbar appears.



4. Click on the **Lock** button.



When you click on your grouped objects you will notice you can no longer move them – they have been locked to the page.

Accessing locked objects

To access a locked object, click on it and click on the **Access Locked Items** button.



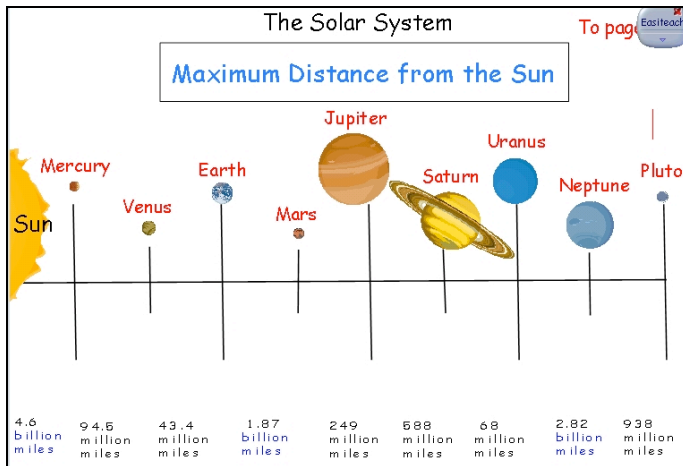
All objects will be movable while **Access Locked Items** is selected.

The Third Page: Creating a drag-and-drop activity

In making this page you will learn how to:

- create a drag-and-drop activity

Your final Easiteach page should look like this:



Using Straight Lines

1. Select **Edit Mode**.



2. Make sure the Easiteach toolbar is expanded: click on the arrow at the bottom of the Easiteach toolbar.



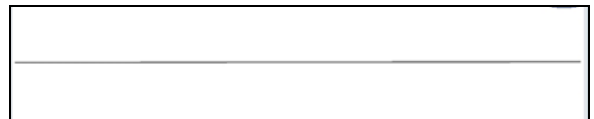
The toolbar will expand.



3. Click on the **Lines** button on the Easiteach toolbar, and select the **Straight Line** tool from the pop-out toolbar.



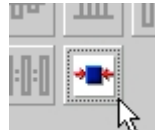
4. Click on the page and drag out a horizontal line across the page.



5. Go back to **Edit Mode** and select the line you have just drawn.

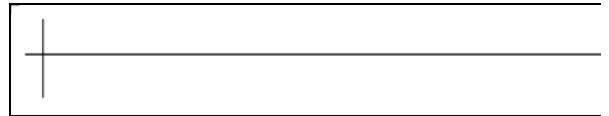


6. Click the **Align** button to display the Layout window. Select the button which centres the object.



7. The horizontal line should now be in the centre of the page.

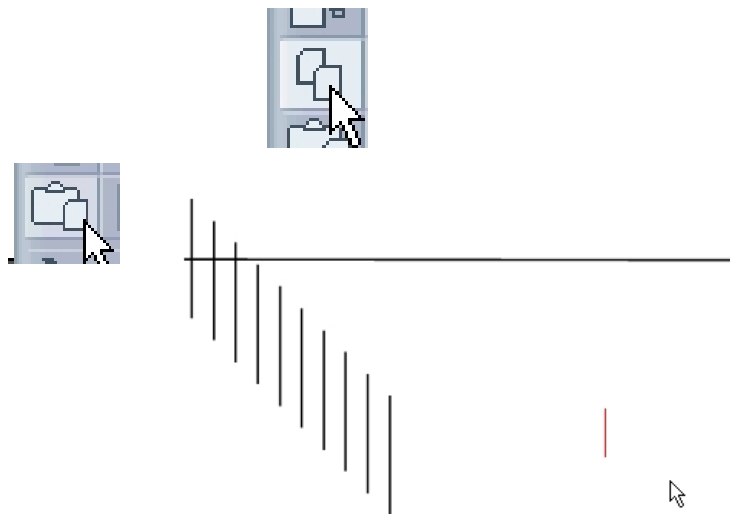
8. De-select the horizontal line by clicking on another part of the page.



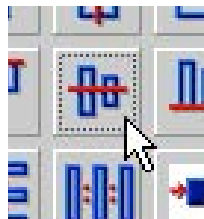
9. Using the **Line** tool again, draw a short vertical line through the horizontal line.

Creating evenly spaced lines

1. Make sure you are in **Edit Mode**.
2. Select the vertical line.
3. Click on the **Copy** button.
4. Click on the **Paste** button nine times to give a total of ten vertical lines.



5. Select all the horizontal and vertical lines you have drawn by holding down **Ctrl** on your computer keyboard and pressing 'A'.

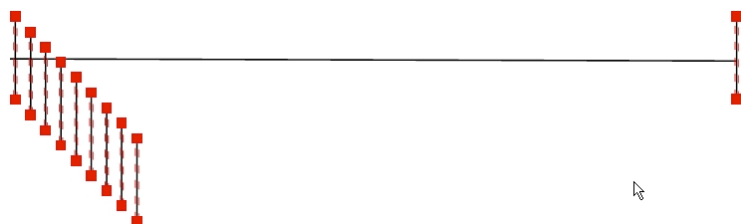


6. In the Layout window, select the button which aligns the centres of the objects in a neat row.

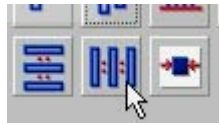
7. De-select the lines by clicking on another part of the page.

Clicking to de-select

1. Select one of the vertical lines and drag it to the other end of your horizontal line.
2. Select all lines by holding down **Ctrl** and pressing 'A' on your computer keyboard.
3. Still holding down **Ctrl**, click on the horizontal line to de-select it.



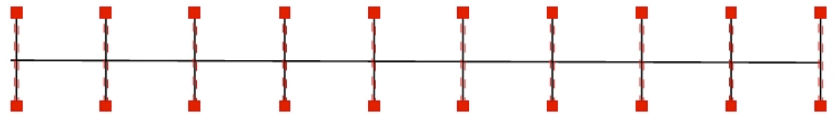
4. Click on the **Align** button to display the Layout window.
5. Click on the button that evens out the horizontal spaces between objects.



6. Now click the button that aligns the centres of objects in a neat row.



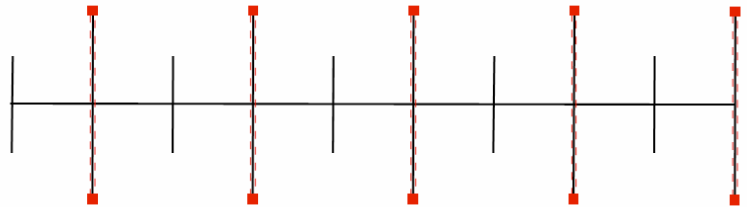
7. All ten vertical lines should now be equally spaced along the horizontal line.



8. Close the Layout window.

Grouping the lines

1. A planet and a label will be placed above each vertical line. To maximise space for this, hold down **Ctrl** on your computer keyboard and click on every second line to select it.
2. Drag one of these to about twice its original length – the other four will lengthen too.



It is important to group all the lines so they can be moved together as a single object.

3. Select all the lines by holding down **Ctrl** and pressing 'A' on your computer keyboard, then click on the **Group** button on the Easiteach toolbar.



You now have a timeline that can be moved as a single object.

4. Next, with your grouped timeline still selected, open the **Utilities** menu and click on the **Lock** button to lock your timeline to the page.



5. Close the Utilities toolbar.

Adding graphics

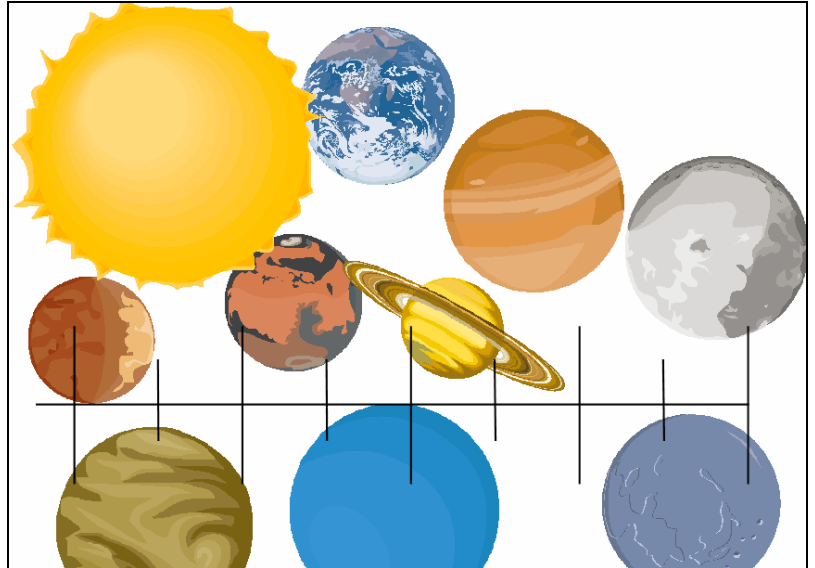
1. Click on the **Resources** button at the bottom of the screen and select **Multimedia Bank**.



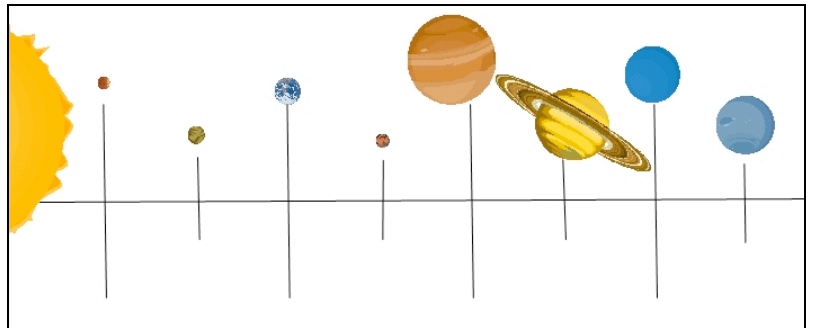
2. Click on the **Home** button to ensure you can see all the folders available.



3. Use the scroll bar at the side of the window to scroll down to the **Space** folder and open it.
4. One at a time, drag the graphic of the Sun and each of the nine planets onto your page.
5. Close the Multimedia Bank.



6. Resize the graphics as required, then drag and drop the Sun and nine planets on to the timeline as shown.



To help with the relative resizing of the planets, there is a planets graphic in the Space folder in the Multimedia Bank.



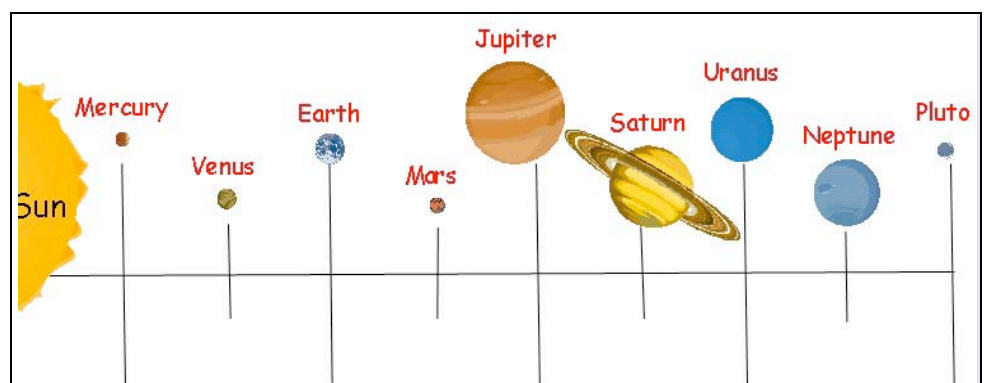
7. Click on the **Fill Colour** button and select red from the palette – this is an alternative way of changing the text colour.



8. Before typing the label for the Sun, change the fill colour to black.

9. Ensure that you are in **Edit Mode**.

10. Click on the page and type a label for each planet.



Locking objects to the background

1. Click near one corner of your screen.
2. Hold down the left mouse button and drag towards the diagonally opposite corner.
3. A pale blue dotted rectangle will appear around your objects, and they will each have a red dotted line around them to show that they are selected.
4. When all the objects (text and graphics) are selected, click on the **Lock to background** button on the **Utilities** toolbar.



All the text and graphics you have created on this page are now locked to the page.

Adding text labels to drag and drop

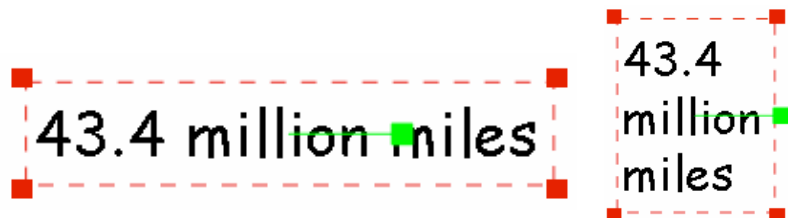
Next, you need to create the text labels to indicate each planet's distance from the Sun.

As the user of this activity will need to drag and drop each text label to a particular location, it is important that each label is independent of other text. Therefore, before you type a new label you must click away from the previous text typed.

Type the following labels on your screen:

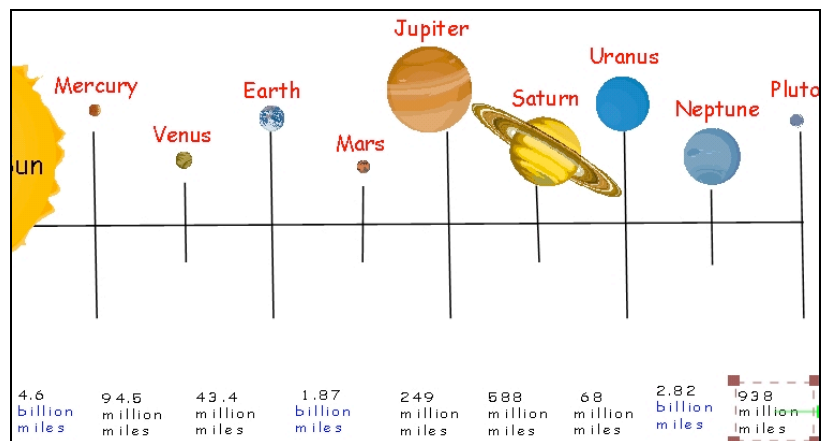
43.4 million miles 68 million miles 94.5 million miles 249 million miles 588 million miles
938 million miles 1.87 billion miles 2.82 billion miles 4.6 billion miles

1. You will need to resize your text as shown, by dragging the dotted outline to a suitable shape.



2. To emphasise the word 'billion', you may want to change the font colour to blue.

3. Once you have typed the labels and sized them satisfactorily, place them in random order at the bottom of your page. The user can then drag and drop the labels to the appropriate place on the page.



4. Finally, give your page the title 'The Solar System' and the subtitle 'Maximum Distance from the Sun'.

5. Resize appropriately and add a frame.

The Solar System

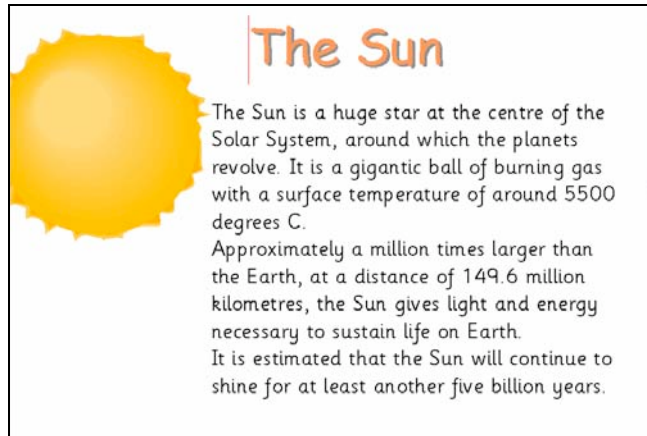
Maximum Distance from the Sun

The Fourth Page: Highlighting text

In making this page you will learn how to:

- ♦ use the highlighter tool

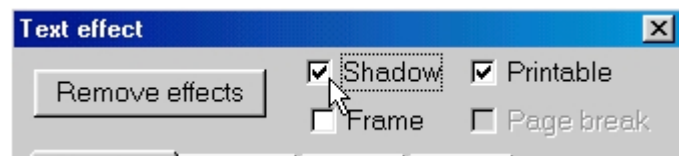
Your final Easiteach page should look like this:



Choose an appropriate font colour and type in the following text:

The Sun is a huge star at the centre of the Solar System, around which the planets revolve. It is a gigantic ball of burning gas with a surface temperature of around 5500°C. Approximately a million times larger than the Earth, at a distance of 149.6 million kilometres, the Sun gives light and energy necessary to sustain life on Earth. It is estimated that the Sun will continue to shine for at least another five billion years.

1. Above the text add a title: 'The Sun'.
2. Change the font colour to red, add a shadow to the text and resize it.

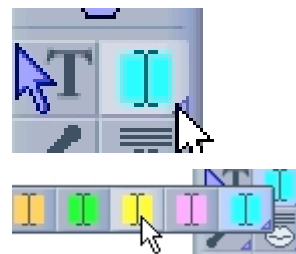


3. Open the **Space** folder in the **Multimedia Bank**, add a Sun graphic, resize it and place it near the top left-hand corner of the screen.

Using the Highlighter tool

When using this page you may want to highlight significant words or phrases within the text.

1. Click on the **Highlighter** button on the Easiteach toolbar.
2. Choose a highlighting colour from the pop-out menu.
3. The cursor changes to a highlighter; drag it across the text you wish to highlight.



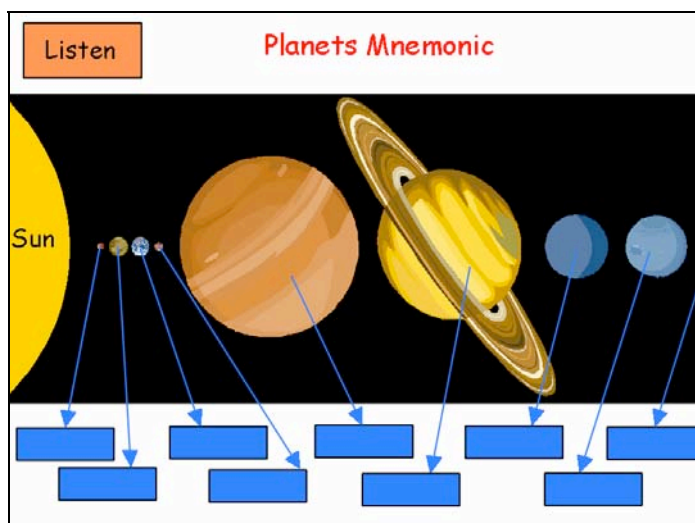
The Sun is a huge star at

The Fifth Page: Adding sound

In making this page you will:

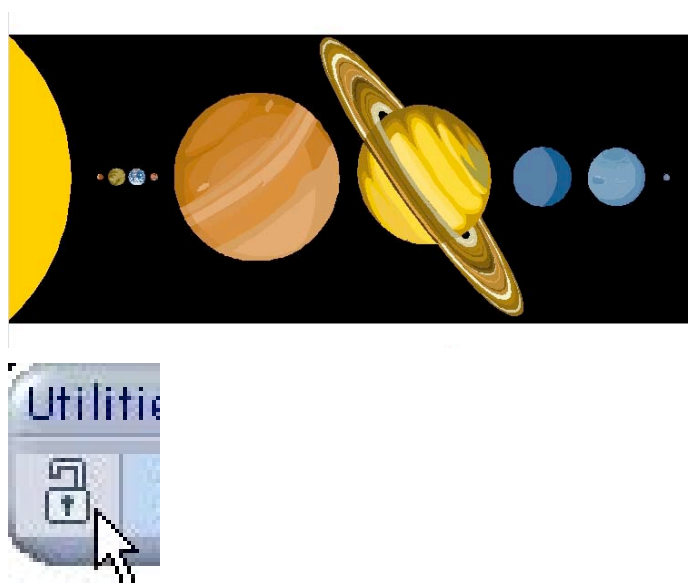
- ◆ create a hide-and-reveal resource
- ◆ be introduced to the Utilities toolbar
- ◆ record sound
- ◆ associate a sound file with an object, thereby playing the sound recording when you click on the object

Your final Easiteach page should look like this:



The intended use of this activity is a recorded mnemonic to help the listener name all the known planets in our solar system. The names of the planets are revealed when the coloured rectangles are dragged and dropped into the bin.

1. Open a new page.
2. From the **Space** folder in the **Multimedia Bank**, drag and drop the graphic of the planets onto the page and resize it until all the planets can be seen clearly, leaving space at the top and bottom of the page.
3. With the graphic still selected, open the **Utilities** toolbar and lock the graphic to the page.

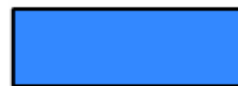


4. Type the planets' names at the bottom of the page as shown.
5. Use the **Layout** tool to align them.
6. Select all of the text and lock it to the page.



Mercury Earth Jupiter Uranus Pluto
 Venus Mars Saturn Neptune

7. From the Easiteach toolbar, click on the **Shapes** button and select the rectangle.
8. Click on the Fill **Colour** button and select blue.
9. Draw a rectangle over each of the planets' names to cover the text.



Pluto

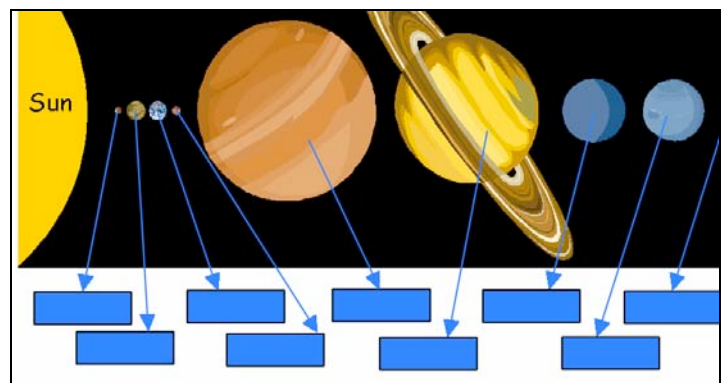
Neptune

Adding arrows

1. Click on the **Line** tool on the Easiteach toolbar.
2. Select the single arrowhead.
3. From the **Line Colour and Width** button palette, select the colour blue and the second-thinnest line width.



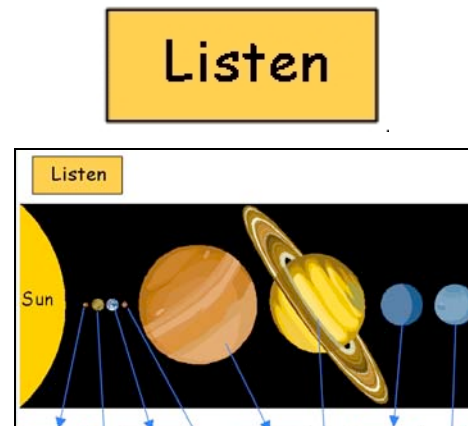
4. From each planet, draw out an arrow to the appropriate hidden label.



Creating a button

1. Draw out an orange rectangle.
2. Change the fill colour to black, select the text tool and type the word 'Listen' onto the rectangle.
3. Select both the rectangle and the text and align the text centrally in the shape.
4. With the text still selected, group the text and shape together.
5. Drag and drop them in the top left-hand corner of the screen.

You should have something that looks like this:



To complete your button you have to create and associate an action with it.

Recording sound

Before recording sound it is important that you check that the microphone you are using is working correctly.

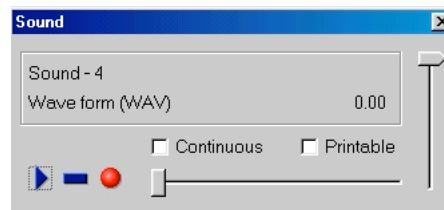
1. Select your 'button', and then open the **Utilities** toolbar.



2. With the 'button' still selected, click on the **Record Sound** button.



3. The **Sound** window appears.



4. To begin recording, click on the red button.



5. Record the mnemonic: 'My very easy method just speeds up naming planets.'

6. When you have finished recording, click on the blue rectangle.



7. Close the Sound window.



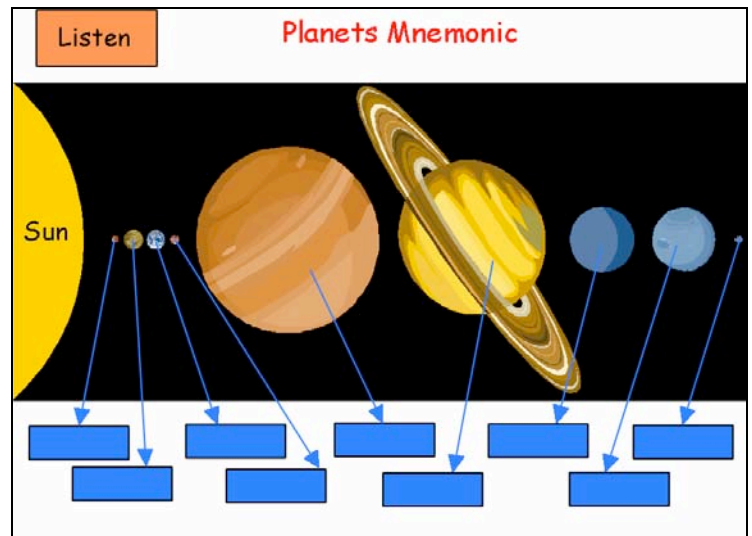
8. De-select the button you have created. When you move your mouse over your button, your cursor will change to a speaker.



9. You should be able to hear your recording.

10. Finally, give your page the title 'Planets Mnemonic', adding a shadow if you wish.

11. Your page should look something like this:



Revealing text

You have now created a hide-and-reveal activity.

After listening to the mnemonic the user reveals the name of each planet by dragging the relevant rectangle to the bin.

- ◆ create a cloze activity
- ◆ print
- ◆ make copies of text
- ◆ use the Object properties window



The Earth



Earth is the _____ planet from the Sun, placed between _____ and Mars. Its orbit around the _____ takes just _____ over _____ days to complete. It has one moon, which is approximately _____ miles away and orbits the _____ every 27.3 days.

So far, it is the only place in the _____ System where _____ has been found.

174745.45	Sun	365	life
third	Venus	Earth	Solar

Earth is the **third** planet

45

8. To create enough room to drag and drop the text back into the spaces, click in each space from which you have dragged a word and press the space bar on your keyboard twice for every character in the text that has been removed.

Earth is the _____ planet from the Sun, placed between _____ and Mars. Its orbit around the _____ takes just over _____ days to complete. It has one moon, which is approximately _____ miles away and orbits the _____ every 27.3 days.

So far, it is the only place in the System where has been found.

9. Select all the words to be inserted and use the **Fill** tool to change the colour of the text to blue.

So far, it is the only place in the System where
has been found.

174745.45	Sun	365	life
third	Venus	Earth	Solar

10. Give your page a title with a frame, enlarge it and align it centrally on the page.

The Earth

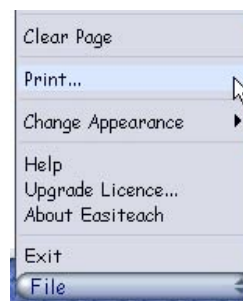
11. From the **Multimedia bank**, add a graphic of the Earth on either side of the title.



Printing a page

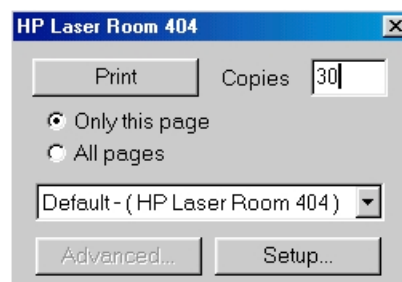
1. You may wish to print out your cloze task, to enable individual pupils to complete a copy.

2. Click on the **File** menu at the bottom of the screen, and select **Print**.



3. A dialogue box appears with a variety of options. You can choose to print all the pages of your Easibook or just the page that you are looking at. For the purpose of this activity, select **Only this page**.

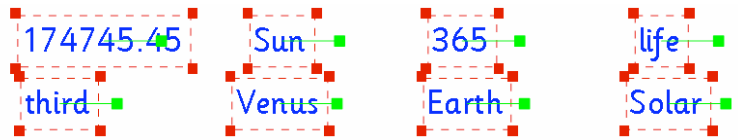
4. In the **Copies** box you can type in the number of copies you wish to print, e.g. 30.



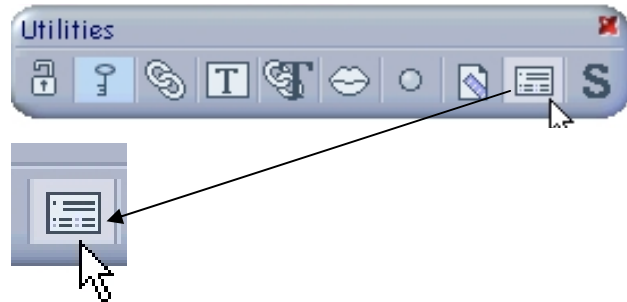
Making an object copiable

You have created a text-based drag-and-drop activity. However, in a cloze activity it can be useful to have text that copies as you select it and drag it to the appropriate place. This facility would enable users to see the full range of text choices if they wish to change a selection.

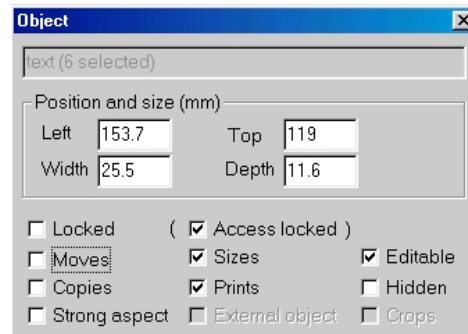
1. To create copies of text or objects, first select the text or object to be copied; in the case of this activity, all the blue text.



2. Open the **Utilities** toolbar and click on the **Object** button.



3. The **Object** window appears.



4. Click **Copies** to put a tick in the box.



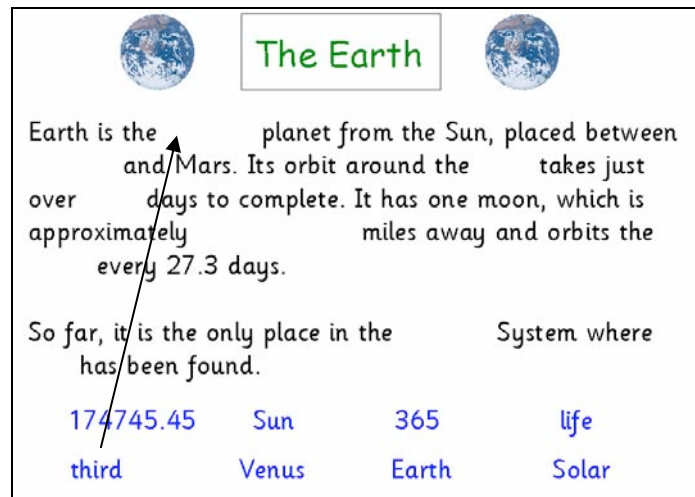
5. Close the window.

6. Close the Utilities toolbar and de-select the text.

7. Select the word 'third' and drag it to the first space in the text.

8. You will notice that a copy is made and the original text remains in place.

You can also use this technique with graphics.



The Seventh Page: Adding animation

In making this page you will:

- create an animation

Your final Easiteach page should look like this:



This activity focuses on creating an animation to illustrate how the Earth orbits the Sun.

1. Open a new page and type the following text:

It takes approximately 365 days for the Earth to orbit the Sun. We refer to this period of time as a year.

The Earth's Orbit

2. Create a title for the page as shown.

Creating an animation

1. First, select the graphics (or text), you want to animate.
2. In this instance, open the **Multimedia Bank** and from the **Space** folder drag and drop the graphics of the Sun and Earth onto your page.
3. Close the Multimedia Bank.
4. Resize both graphics and use the **Layout** tools to align the Sun graphic in the centre of the page.



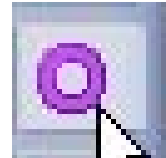
4. To create an animation, you must first create a path along which to animate text or graphics.

5. In this case the Earth will follow a path around the Sun.

6. Before drawing out a path it is important to select the **No fill** button from the **Fill colour** palette.



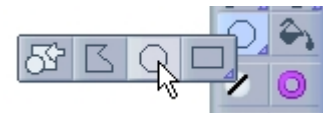
7. However, make sure that a line colour is selected, because you will need to see the outline of your path in order to draw and resize it.



8. Before continuing, close the Fill Colour toolbar and the Line Colour and Width toolbar.

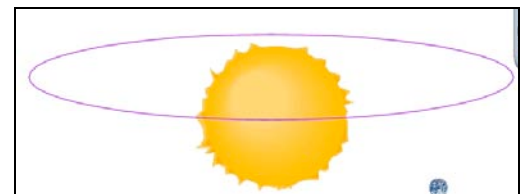
Creating the path

1. Select the **Shapes** tool and click on the ellipse button.



2. Draw an elliptical path around the Sun as shown. Select **Edit Mode**, select the path and resize if necessary.

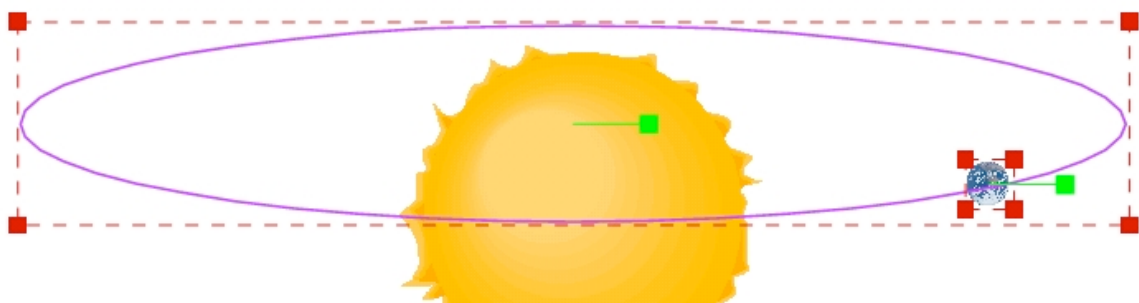
NB Be careful that the path doesn't go behind the Sun.



3. Place the graphic of the Earth on the path.

4. Now select *both* the Earth graphic and the path. First, you must select the Earth graphic; then hold down your keyboard **Ctrl** key and click on the path to add it to the selection.

NB When animating, it is important to select the text or graphic that will move *before* selecting the path it will move around.



NB You can also use the Line tool on the Easiteach toolbar to draw a path for an animation to follow.

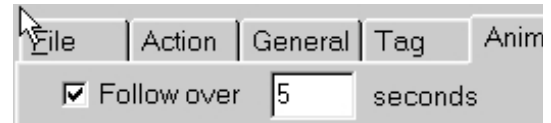
5. Open the **Utilities** toolbar and click on the **Links** button.



6. The **Links** window opens. Click on the **Animate** tab.



7. Click in the **Follow over** box. Your graphic will begin to animate.



8. To adjust the speed of the animation, you need to type a value in the **seconds** box.

9. Type '15' in the **seconds** box, then press the **Tab** key on your computer keyboard. The animation will now slow down.

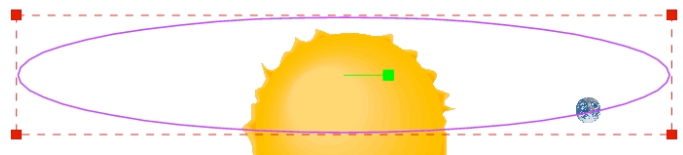


10. To stop the animation, click on the graphic.

Disguising the path

Once you have created the animation you will probably no longer wish the path to be visible.

1. De-select the graphic of the Earth, and with the path selected, open the **Line Colour and Width** toolbar.



2. Select **No colour**.



3. Now when you click on the graphic it will animate around what appears to be an invisible path.

4. To start and stop the animation, click on the Earth graphic.

5. You may want to add a note on this page to the effect that the Sun and Earth are not to scale.

The Eighth Page: Linking to an internet page

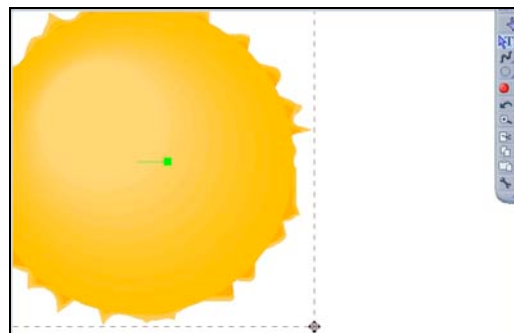
In making this page you will learn how to:

- create a link to a website

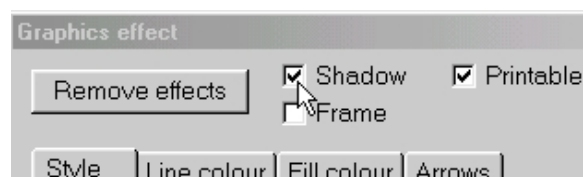
Your final page should look like this:



1. From the **Space** folder in the **Multimedia Bank**, drag and drop the graphic of the Sun onto the page and resize as shown.



2. With the graphic still selected, open the **Effects** window and add a shadow to the graphic.



3. With the graphic still selected, open the **Utilities** toolbar and lock the graphic to the background.



4. Add a title to the page as shown.

5. Change the font colour to black and type: *How long is one day?*

6. Click in a new area on the page and type: *How do we get Day and Night?*

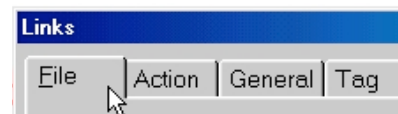
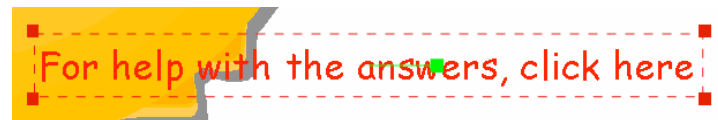


7. Change the font colour to red and at the bottom of the page type:
For help with the answers, click here.
8. Organise the text as shown.
9. You may want to resize some of the text.
10. Use the **Layout** tool to align the text on the page.



Linking to a website

1. Select the text **For help with the answers, click here.**
2. Select the text and click on the **Links** button in the **Utilities** toolbar.
3. Click on the **File** tab.



4. Type the address of the web page you wish to link to in the filename box - in this case:

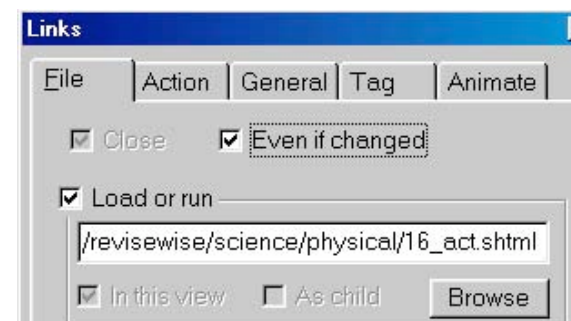
http://www.bbc.co.uk/schools/revisewise/science/physical/16_act.shtml

5. Click in the boxes **Load or run** and **Even if changed**.

This ensures that the link is saved even if the Easibook is closed.



6. Close the Links window.



7. De-select your text. Next time you click on the text you will link to the website specified.
8. When you have finished using the website, close your browser.

The Ninth Page: Backgrounds and screen-captured images

In making this page you will learn how to:

- add a background to a page
- capture a snapshot of an image from the internet

Your final Easiteach page should look like this:



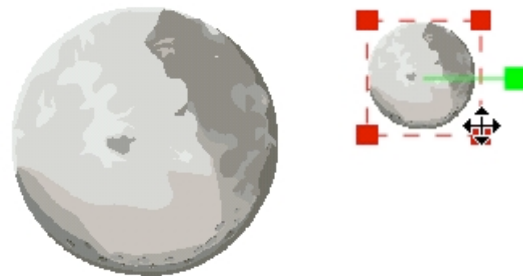
The images that are used in this section have been copied from the NASA website.

Adding a background

1. Open a new page, and from the Multimedia Bank's **Space** folder, drag and drop the image of the Moon onto the page.



2. Resize the graphic.



3. From the **Fill Colour** palette, select grey.

4. Click on the **Fill** button on the Easiteach toolbar, and then click on the graphic.



5. You have now 'grey-scaled' the graphic.

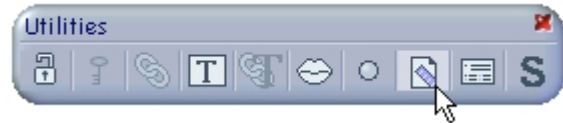
NB You can achieve different effects by using this technique with different colours from the Fill Colour palette.



6. Click on the **Edit Mode** button and select the graphic.

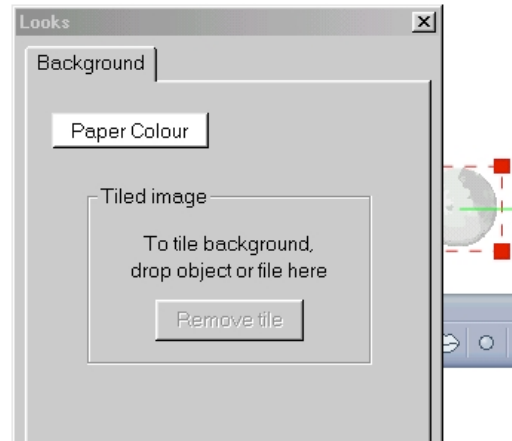


7. Open the **Utilities** toolbar and click on the **Background** button.



8. The **Looks** window appears.

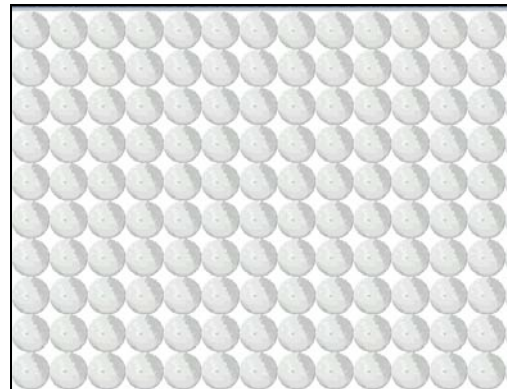
9. Drag and drop the graphic to the centre of the **Looks** window (the graphic will stay behind the window, but you should move your mouse to the centre of the window).



10. The image will now tile across your page.

NB This is a useful technique to enhance the appearance of a page. However, it is important not to let it detract from the main focus of the page.

11. Close the Looks window.



Adding a screen-shot

Using images from the internet

When using images from the internet it is important to be aware of any copyright issues. This is particularly pertinent if the resources you create are going to be used outside your educational establishment or for commercial reasons. Always acknowledge your source.

Using Glass Mode to capture an image

Glass Mode enables you to annotate over your desktop or other program with your pen/ finger.

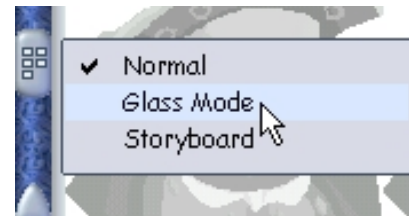
It also enables a user to use Easiteach tools outside of your Easibook.

One of the most powerful features of Glass Mode is **Grab tools**, which enables the user to take a snapshot of all or part of their screen and paste it into an Easiteach page. Once pasted on a page it can be resized just like any other object.

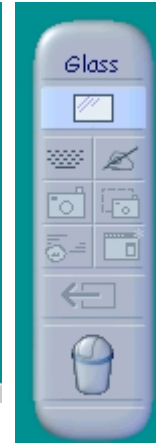
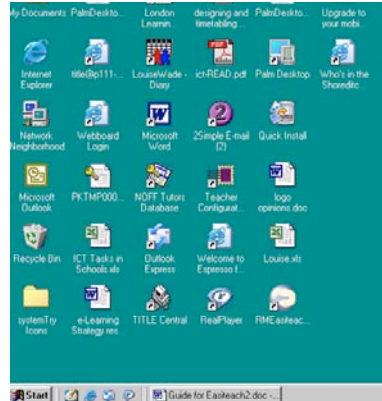


In this section you will be using the **Grab rectangle** tool from the **Glass Mode** toolbar to capture an image of the Moon from the internet.

1. To switch to Glass Mode, click on the **View** button on the left-hand side of your Easiteach page and choose **Glass Mode**.



2. You will now see your desktop (if you have no other programs open), and the Glass toolbar.



3. From your Start menu or from your desktop, open your internet browser.



4. From the **Glass** toolbar, select the **Keyboard** button. The on-screen keyboard will appear.



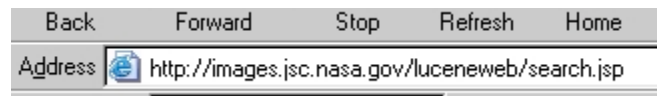
5. Use the keyboard to type:

<http://images.jsc.nasa.gov/luceneweb/search.jsp>

into your address bar.



NB: Internet addresses are subject to change. You may need to find an alternative web page if this does not work.



6. Close the keyboard.

Alternatively, you can use your computer keyboard.

7. Scroll down to **Text Search** and type 'Moon' in the search box. Click on the **Go** button.

Text Search:

Moon



8. Scroll down to the second image and click on the link **640 x 480 image** to enlarge it.



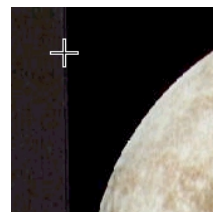
9. Click on the **Annotate / Interactive mode** button. You will now be in Interactive Mode and the **Grab tools** will now be available to use. (The Easiteach toolbar is also available.)



10. Click on the **Grab rectangle** button.



11. Where you click on your screen a cross will appear.

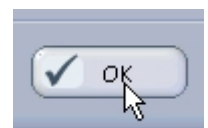
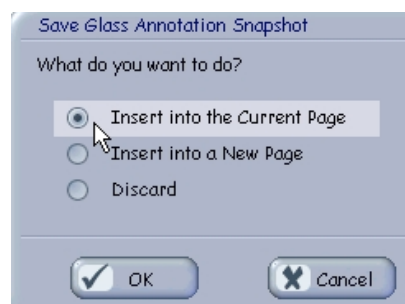


12. Drag out a rectangle around the image.



13. When you take your finger off the mouse button, a dialogue box will appear, enabling you to choose where in your Easibook to insert your snapshot.

14. Select **Insert into the Current Page** and click on **OK**.



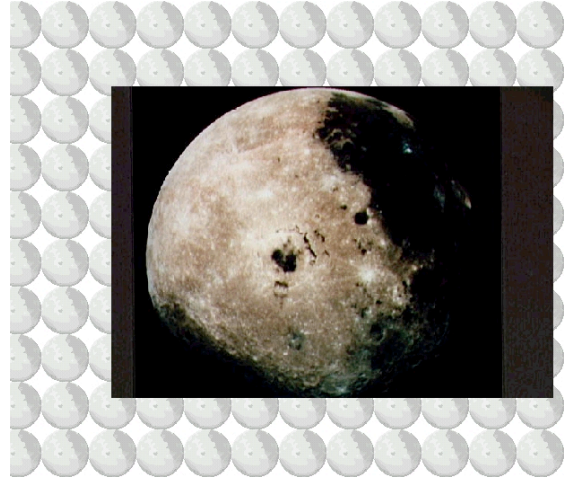
NB If you have to use the scrollbar on your internet browser you will have to click on the **Annotate/Interactive** button. Once you have scrolled down to the image you want to snapshot, click on the **Annotate/Interactive** button again to activate the Grab tools.

15. To exit Glass Mode and return to your Easibook, click on the **Exit Glass Mode** button.



16. Resize your image and drag and drop it onto the centre of the page.

Your page should look something like this:



17. Using the font colour black, give your page the title 'The Moon'. Resize and add a shadow to the text as shown.



18. Below the image of the Moon, type in the text The Earth's Moon taken from the Galileo spacecraft

and

Image courtesy of NASA.



19. In yellow, type the question:

What do we know about the Moon?

Is it a planet?

20. Resize the image of the Moon and place it in the lower right-hand corner.

21. In the left-hand corner, type in orange: 'Click here for help'.

22. Select the text and create a link to the website:

<http://www.bbc.co.uk/science/space/solarsystem/earth/moon.shtml>

NB: Internet addresses are subject to change. You may need to find an alternative web page if this does not work.

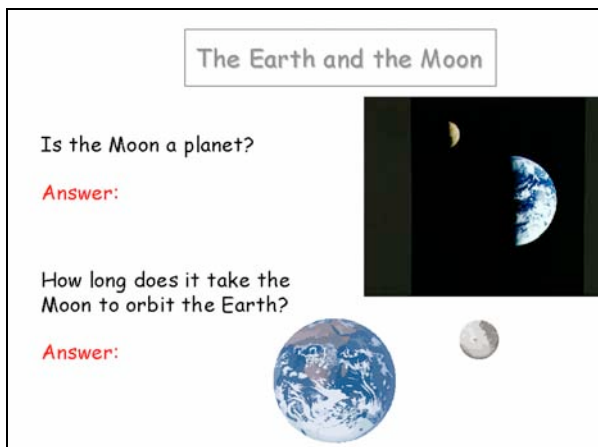


The Tenth Page: Copy and Paste, Hide and Show

In making this page you will learn how to:

- copy and paste an image from the internet using the right mouse button
- copy and paste text from the internet using the right mouse button
- create a hide-and-show link

Your final Easiteach page should look like this:



Copying an image from the internet using the right mouse button

As well as using Glass Mode tools to snapshot an image, you can also use them to copy and paste images from the internet.

1. Open a new page.



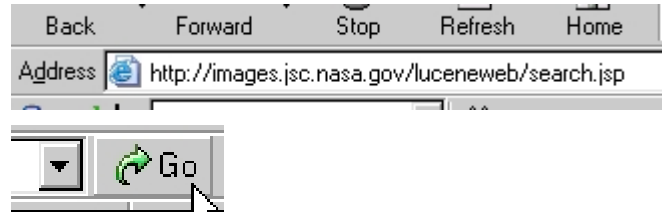
2. Minimise Easiteach.



3. Open your browser.



4. Using your computer keyboard, type <http://images.jsc.nasa.gov/luceneweb/search.jsp> in your address bar and click on **Go**.



NB: Internet addresses are subject to change. You may need to find an alternative web page if this does not work.

5. Scroll down to **Text Search** and type in the search box 'Earth and moon'. Click on the **Go** button.



6. Click on the link **640 x 480 image** next to the first image to enlarge it.



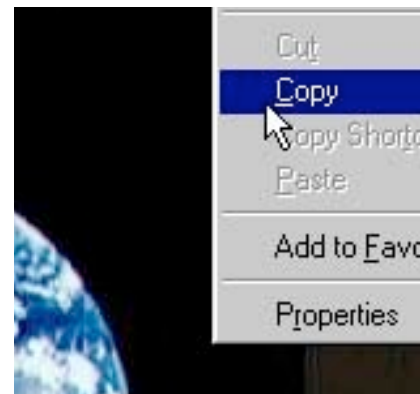
7. Move your cursor over the image of the Earth and Moon.

8. Click the right mouse button to bring up a Windows menu.



9. Select **Copy**.

10. A copy of the image will now be on your computer's clipboard.



11. From your taskbar, maximise Easiteach.



12. With Easiteach open, select the **Paste** button.

13. Your picture will now be pasted onto your Easiteach page.

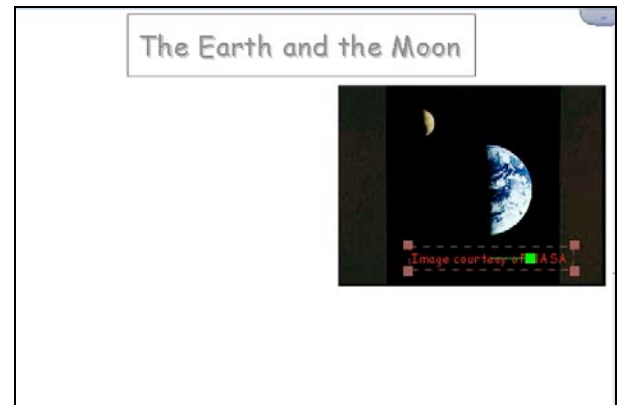


14. Resize the image and place it near the top right-hand side of your page, as shown below.

15. Add the title 'The Earth and the Moon' at the top of the page as shown.

16. To acknowledge the source, type 'Image courtesy of NASA' in red at the bottom of the image.

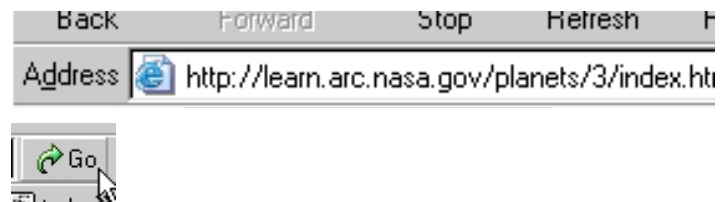
17. Your page should look something like this:



Copying text from the internet using the right mouse button

As well as copying images from the internet, you can also copy text to an Easiteach page using the same method.

1. First, open a new page.
2. Open your internet browser and type into your address bar the address of the NASA site:
<http://learn.arc.nasa.gov/planets/3/index.html>
3. Click on **Go**.



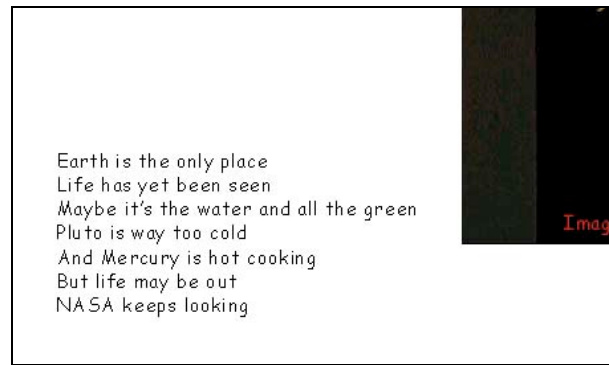
4. Using the scroll bar, scroll down to the text that begins 'Earth is the only place...'
5. With your mouse, select all the text in this paragraph.
6. As when copying images from the internet, use the right mouse button to bring up a Windows menu.
7. Select **Copy**.



8. On your task bar, maximise Easiteach.
9. With Easiteach open, select the **Paste** button.



10. The text will be pasted onto your page.
11. Once the text is selected you can edit it, just like any other text in Easiteach.
12. However, for the purposes of this page we are not going to need this text, so select it and drag and drop it to the bin at the bottom of your screen.



Creating a Hide/Show link

You will now create a **Hide/Show** link. Text will only appear when users move their pen/ finger over it ("hover").

NB: Note that not all whiteboard equipment can respond to "hovering". If yours does not, you can choose a different option in step 9 below, so that the hidden text is revealed when the user clicks on it.

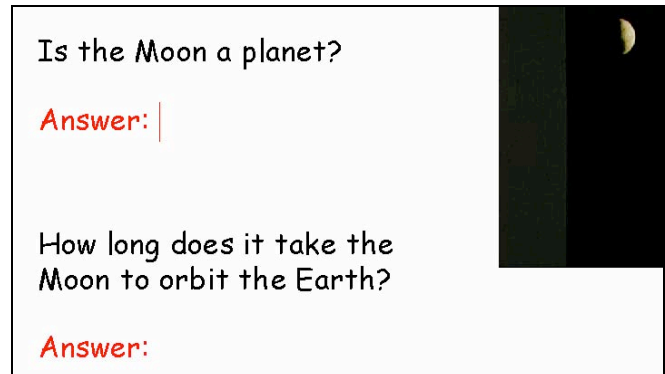
1. Open a new page and type the following text:

Is the Moon a planet?

Answer:

How long does it take the Moon to orbit the Earth?

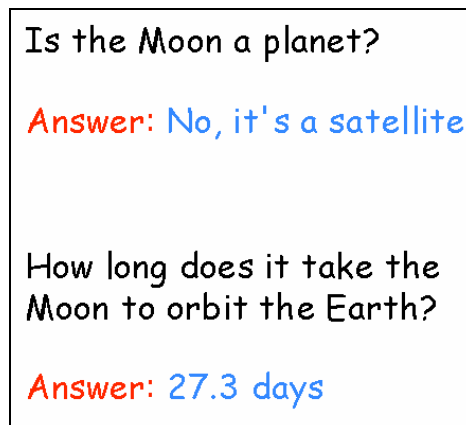
Answer:



2. At the bottom of the page, in blue, type: No, it's a satellite.

3. Then drag and drop the text next to the first 'Answer'.

4. Repeat the above, but this time, type '27.3 days' and drag this to the second 'Answer'.

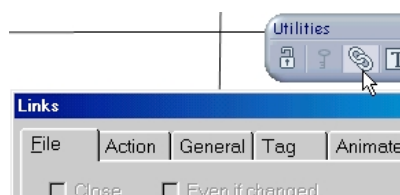


5. You are going to use the blue text to create a Hide/show link.

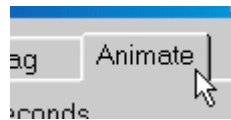
6. Select the blue text and open the **Utilities** toolbar.



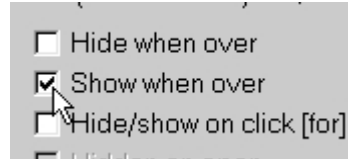
7. Click on the **Links** button to open the **Links** window.



8. Click on the **Animate** tab.



9. Click on **Show when over** to place a tick in the box.



10. Click away from your text to de-select it.

11. Your text will not be visible until you move your cursor over it.

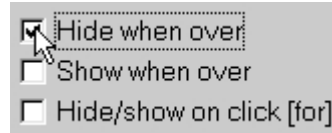
Is the Moon a planet?

Answer:

Is the Moon a planet?

Answer: No, it's a satellite

12. You may wish to experiment with the other animation options.



13. When selecting **Hide/show on click [for]**, enter a value for the number of seconds you wish your text to be revealed for.



14. You may want to create an animation of the Moon orbiting the Earth and place it in the lower part of the page.

15. Your page should look something like this:

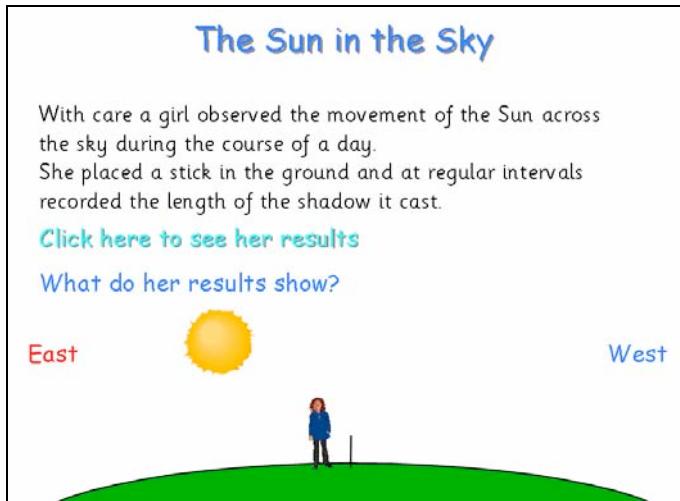


The Eleventh Page: Linking to an external file

In making this page you will learn how to:

- ♦ link to a file

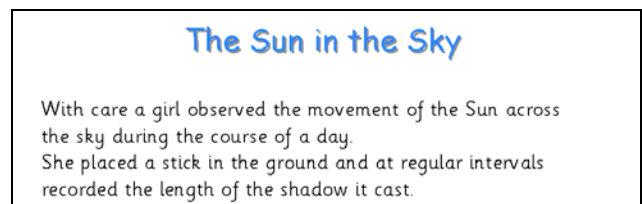
Your final Easiteach page should look like this:



1. Open a new page and type:

The Sun in the Sky

With care a girl observed the movement of the Sun across the sky during the course of a day. She placed a stick in the ground and at regular intervals recorded the length of the shadow it cast.



2. Resize the title and add a shadow.

Creating a link to a file

To create a link to a file you must first create the file to which you wish to link.

In this example we will assume that a bar chart has been created using Microsoft Excel, in a file named **shadow.xls**. However the same method can be used to link to any file you may have, created in any program.

1. Click away from the previous text you have typed and type 'Click here to see her results'.
2. If you want to emphasise that this is a *file* link, you could, for example, change the font colour and add a shadow.
3. Select the text you have just typed and open the **Utilities** toolbar.

Click here to see her results

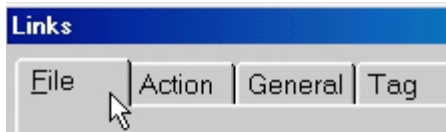
recorded the length of the shadow it
Click here to see her results



4. Open the **Utilities** toolbar and click on the **Links** button.



5. In the **Links** window, click on the **File** tab.

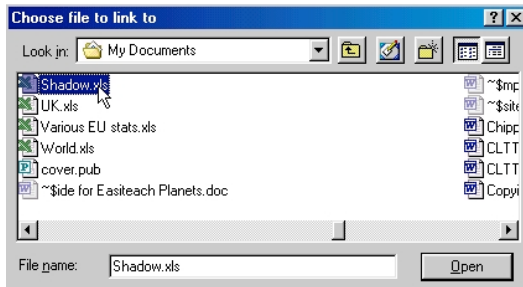


6. Click on the **Browse** button.

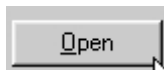


7. A Windows navigation window appears.

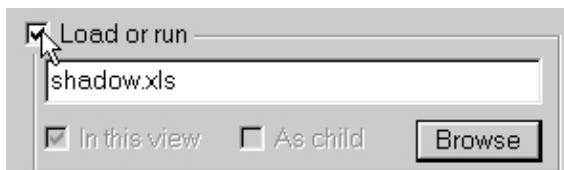
8. Navigate to where you saved the file to which you wish to link – in this case **Shadow.xls**.



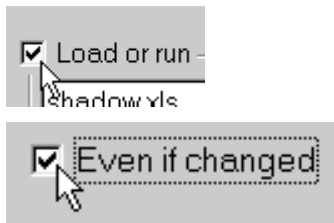
9. Click **Open**.



10. The full path and filename now appear in the dialogue box on the **Links** window.



11. Make sure **Load or run** is selected and the **Even if changed** box is ticked.



12. Close the Links window.

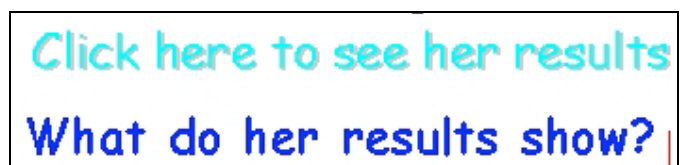
13. Click away from the text to de-select it.

14. Click on it and your linked file will open.



15. When you have finished using the file you have linked to, close it and you will return to your Easiteach page.

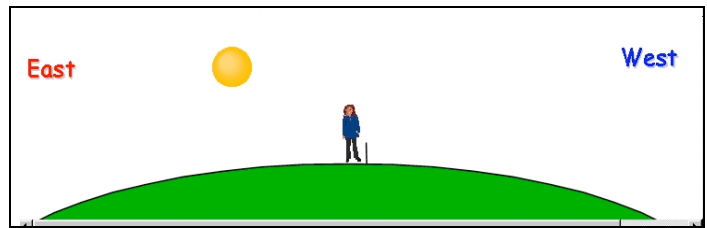
16. Click away from the image and type 'What do her results show?' Then drag and drop this below the link you created.



17. You may want to add an animation to show the Sun's movement through the course of the day.

18. Add the labels 'East' and 'West'.

19. The graphic of the girl can be found in the Multimedia Bank folder **People**.

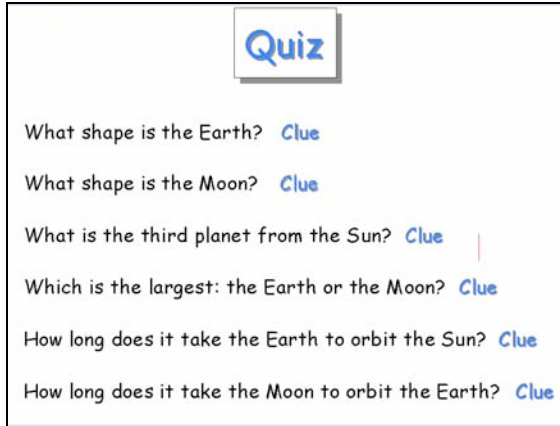


The Twelfth Page: Linking to other pages

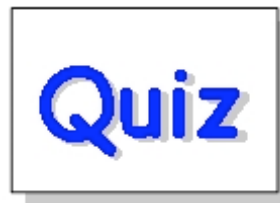
In making this page you will learn how to:

- create a link to another page

Your final Easiteach page should look like this:



1. Open a new page and add the title **Quiz**.
2. Add a shadow and a frame.
3. Select the frame and add a shadow to the frame.



4. Type in the following questions:

What shape is the Earth?

What shape is the Moon?

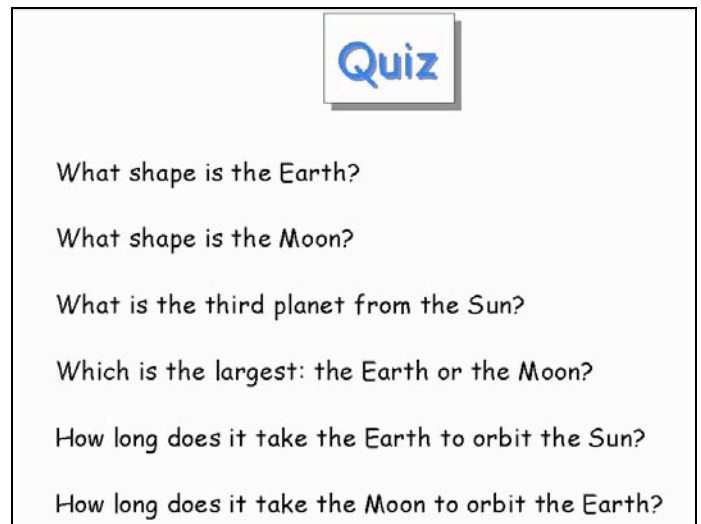
What is the third planet from the Sun?

Which is the largest: the Earth or the Moon?

How long does it take the Earth to orbit the Sun?

How long does it take the Moon to orbit the Earth?

5. Select all the questions and use the **Layout** tool to align them correctly on the page.



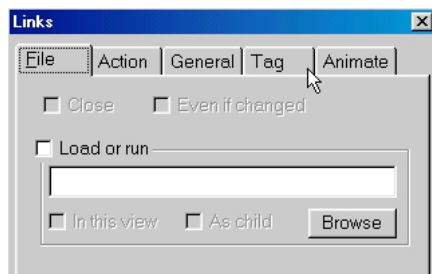
Creating a link to another page

1. Click away from the text and type 'Clue'.
2. Resize and add a shadow if you wish.
3. Drag and drop it to the right of the first question.
4. With the text 'Clue' selected, open the **Utilities** toolbar.

What shape is the Earth? **Clue**



5. Click on the **Links** button.



7. Click on the **Tag** tab.



8. Next to the **Go to slide** box is a drop-down list of your Easiteach pages.



9. From this list select the page to which you want to link, in this case page 10: **The Earth and the Moon**.

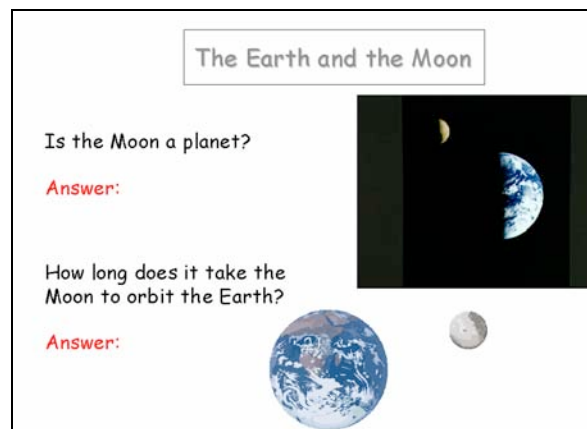


10. Click on the cross to close the window.



11. De-select your button.

12. When you click on the text 'Clue' you will jump to page 10 of your Easibook.



13. To return to page 12 you can use the navigation buttons at the side of the page.

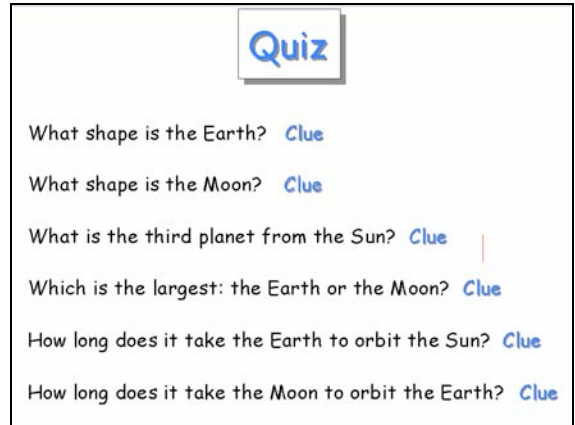
14. Alternatively, in the bottom right-hand corner of page 10, type 'To page 12' and create a link back to page 12.



15. On page 12, repeat the above for each question, making a link to the appropriate page.

Tip: Rather than have to go through the process of creating a link back to page 12, you can copy and paste the one you have previously created on page 10 onto the appropriate pages.

16. Your page should now look something like this:

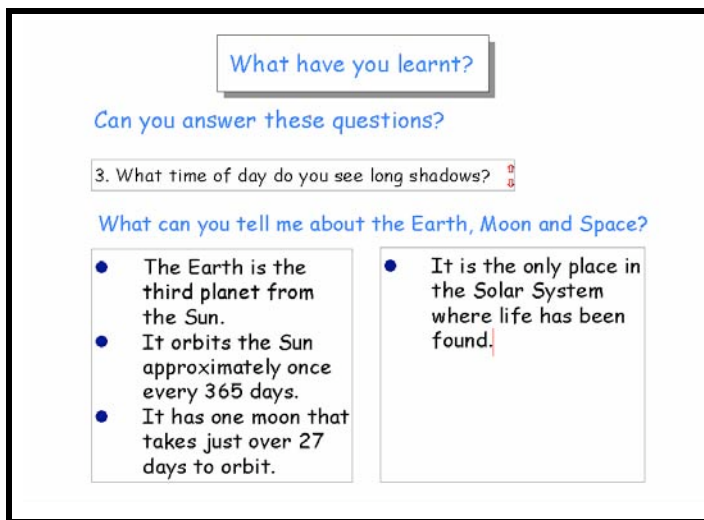


The Thirteenth Page: Using text frames and bullet points

In making this page you will learn how to:

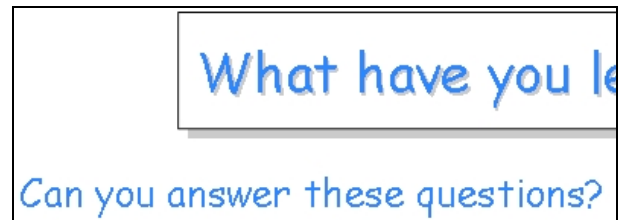
- add text frames to a page
- link text frames
- make a bulleted or numbered list

Your final Easiteach page should look like this:

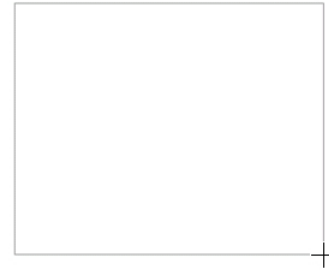


Adding a text frame

1. Open a new page and type the title 'What have you learnt?' at the top.
2. Add a frame and a shadow if you wish.
3. Below the title, type 'Can you answer these questions?'
4. Text frames are a handy way to position blocks on page. The text inside them behaves as it would in a word processor.
5. Open the **Utilities** toolbar and click on the **Text frame** button.



6. With your mouse, draw out a text frame.



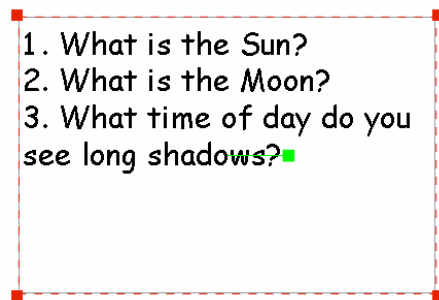
7. Change your font colour to black.

8. In the text frame, type the following questions:

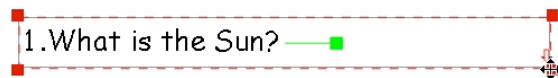
- 1) What is the Sun?
- 2) What is the Moon?
- 3) What time of day do you see long shadows?

9. In order to focus on one question at a time you need to resize the text frame.

10. Click on the text frame to select it.



11. Resize your text frame so you can see only the first question.



12. You will notice that a red arrow appears to the right of the text box.



13. Click on the red arrow to scroll down to the second question.

14. An arrow appears at the top of the text box.

15. Click on it to scroll up to the first question.

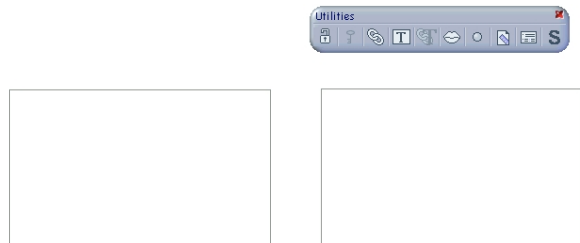


Linking text frames

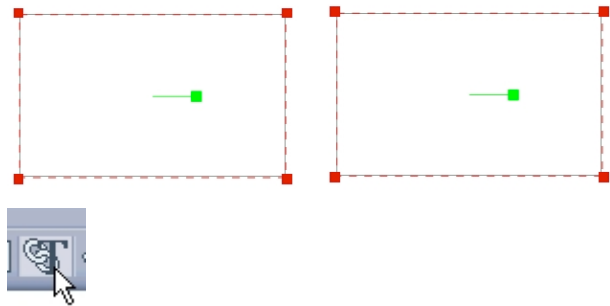
Text boxes can be linked.

Next you will create two linked text boxes into which you can type answers to the question: 'What can you tell me about the Earth, Moon and Space?'

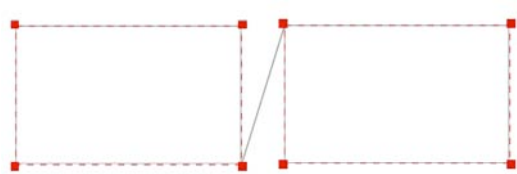
1. Draw two text boxes by drawing one and copying it.



2. Select both text boxes and click on the **Link Text Frame** button on the **Utilities** toolbar.



3. A grey line appears, to show that the boxes are linked.



4. De-select the text boxes.

5. Above the first text box, type:

What can you tell me about the Earth,
Moon and Space?

What can you tell me about the Earth, Moon and Space?



6. Click in the first text box and begin to type your text. When the first box is full text will start to appear in the second.

What can you tell me about the Earth, Moon and Space?

The Earth is the third planet from the Sun. It orbits the Sun approximately once every 365 days. It has one moon that takes just over 27 days to orbit.

It is the only place in the Solar System where life has been found.

Bullet points

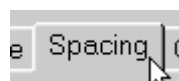
Bullet points within this text would be useful.

1. To add bullet points, highlight all your text.

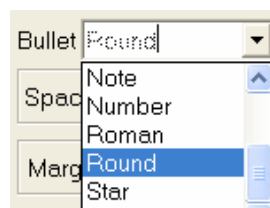
The Earth is the third planet from the Sun. It orbits the Sun approximately once every 365 days. It has one moon that takes just over 27 days to orbit.

It is the only place in the Solar System where life has been found.

2. Open the **Text effect** window and click on the **Spacing** tab.



3. From the bullet pop-down menu, select an appropriate bullet type.



4. Now bullets will appear in your text.

NB: In the same way, you can create tidy **numbered lists**, by selecting **Number** from the drop-down list in step 3 above.

- The Earth is the third planet from the Sun.
- It orbits the Sun approximately once every 365 days.
- It has one moon that takes just over 27 days to orbit.

- It is the only place in the Solar System where life has been found.

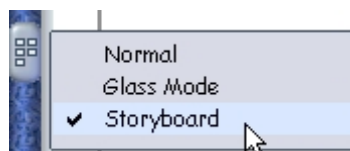
Section 3: Other useful techniques

This section describes a variety of further useful things you can do in Easiteach, to supplement the techniques demonstrated in the Tutorials.

Organising your pages

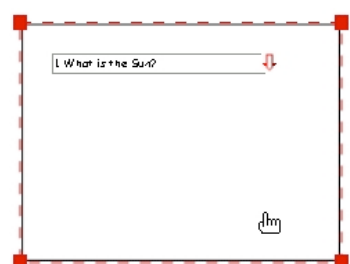
You may want to reorganise the pages of your Easibook.

1. To do this, click on the **View** button on the left-hand side of your screen and select **Storyboard**.



You will now be in **Storyboard** view.

2. To delete a page, select it and press the **Delete** button on your computer keyboard.



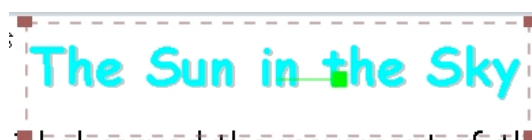
3. To rearrange your pages, just drag and drop them to a new position.

NB If you rearrange your pages your links should still work.

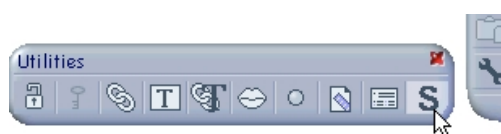
Creating and using styles

When reviewing your pages you may notice that the headings on each of your pages are formatted differently.

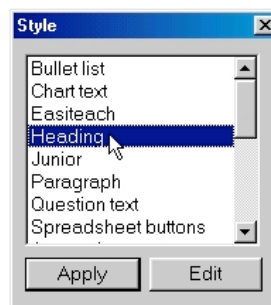
Using the **Styles** tool on the **Utilities** toolbar you can format each heading quickly.



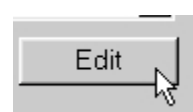
1. Select any heading.
2. Open the **Utilities** toolbar and click on the **Styles** button.



3. The **Styles** window will open.
4. Select **Heading**.
5. Click on **Apply**. The default formatting for Heading will be applied to your text.

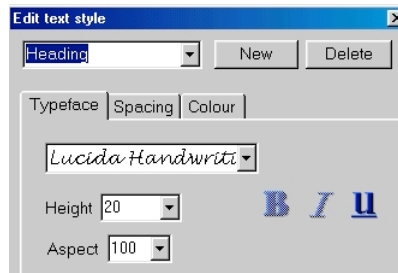


6. However, you may wish to edit the style.

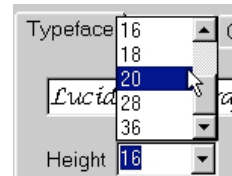
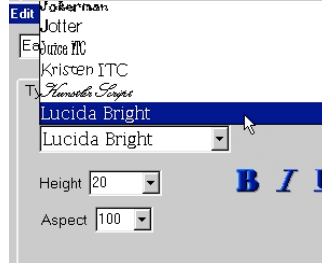


7. Click on the **Edit** button.

8. The **Edit text style** window opens.



9. From the **Typeface** tab select a font of your choice and Height 20.



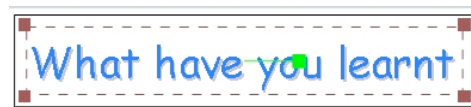
10. You will notice that your selected text has changed.

The Sun in the Sky

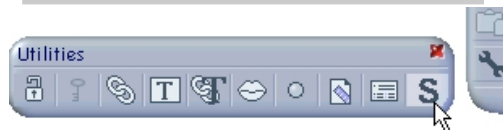
11. Close the Edit text style window.

You have set up a Heading style that you can apply to any selected text.

12. Select some text.

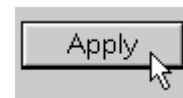


13. Click on the **Styles** button from the **Utilities** toolbar.



14. When the **Styles** window opens, select **Heading** and click on the **Apply** button.

15. The formatting choices you made previously will be applied to the selected text.



16. Apply your heading style to each of your pages.

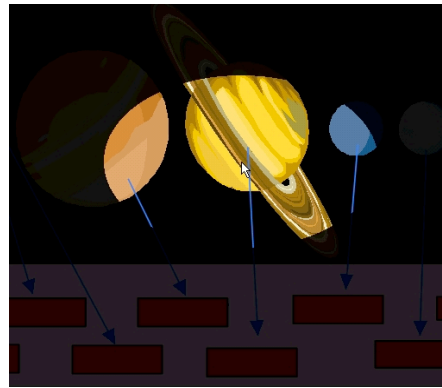
Fading the Easiteach screen

When presenting your Easibook, at times you may wish to hide the content of a page.

1. To do this, click on the **Fade Easiteach** button on the right-hand side of the page.



2. When you position your pen on the screen, a spotlight will appear, revealing part of your page.
3. As you drag your pen around the screen, different parts are revealed. When you tap your pen/ finger the full screen returns.
4. This enables the user to focus on particular aspects of the page in order of priority.



Changing the position of the Easiteach tools

Depending on whether you are left- or right-handed, you may wish to change the side of the screen where the tools appear.

To swap the toolbar from one side to the other, click on one of the **Swap sides arrows** on either side of the lower corners of the screen.



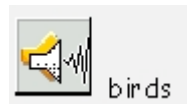
Adding sound resources

Easiteach supports .WAV and MIDI files.

1. To add a sound to your Easiteach page, open the **Multimedia Bank** where there are some sounds you can use.
2. Open the **Sounds** folder.



3. Click with your mouse or pen on a sound to preview it.



4. Select a sound and drag and drop it onto your page.



5. When you click on the sound icon within your page, your chosen sound will play.

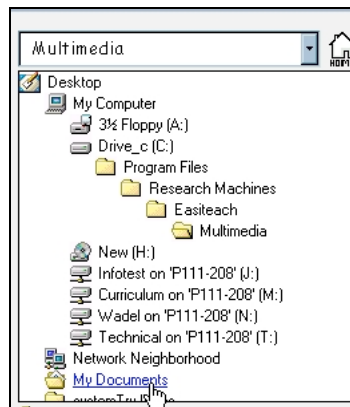


Adding video

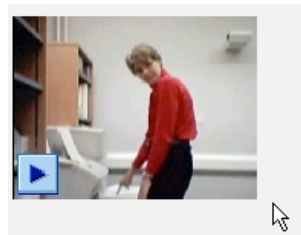
Easiteach supports the video file type .AVI

You can add video to an Easibook using the method described above for adding sound.

1. As with adding sound files, open the **Multimedia Bank** and use the drop-down menu to navigate to your video file.



2. You will see a **View preview** box of your video.



3. Drag and drop the file onto your page. Resize if necessary.



4. In one corner you will notice a blue **Play** button. Click on the button to play the video.



Using the Speech tool

Using the Speech tool on the Easiteach toolbar, single words or sentences can be read.

1. Click on the **Speech tool** on the Easiteach toolbar.



2. A pop-out menu appears.



3. Select the **Speak Word** option.



4. Move your cursor over a word. A mouth icon appears. Click on this and Easiteach's speech editor will read the word.



5. Alternatively, select the **Speak Paragraph** option.



6. Place your cursor at the beginning of a paragraph. A mouth icon appears.

7. Click on this and Easiteach's speech editor will read all the text within the same selection area, after this point.



Setting Speech options

As well as using the above tools you can set Speech options from the Utilities toolbar to read as you click or as you type.

1. From the **Utilities** toolbar, click on the Speech options button.

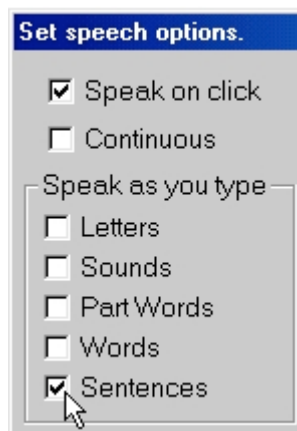


2. The **Set speech options** window opens.

3. If you select **Speak on click**, the speech editor will read every word you click.

4. If you select **Continuous**, the speech editor will read text as you type it.

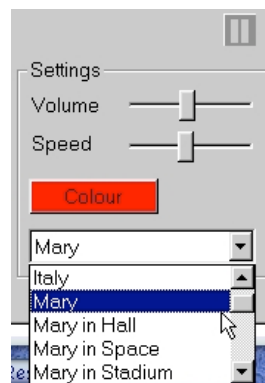
5. You can set the speech editor to read letters, sounds, part of words, words, sentences or words and sentences.



6. Using the **Settings** options, you can change the volume and speed at which text is read.

7. You can also control the type of voice, speech and volume used to read text.

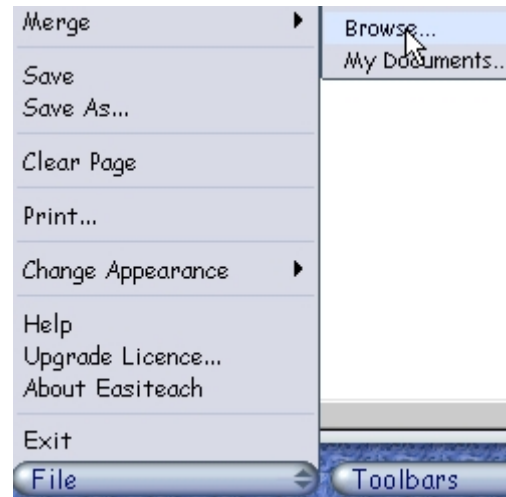
8. You can use the **Colour** button to select a specific colour that will highlight the text as the speech editor reads it.



Merging Easibooks

You may wish to merge two or more Easibooks.

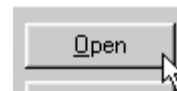
1. Open one Easibook. Go to the page where you wish to insert the pages of another Easibook.
2. Click on **File**.
3. Click on **Merge**.
4. From the pop-out menu, select **Browse**.



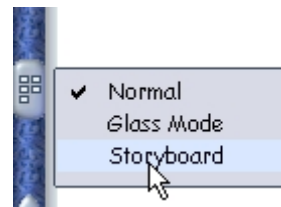
5. A navigation window appears. Browse to find the Easibook you wish to merge.



6. Click on **Open**.
7. Your two books will now have merged.



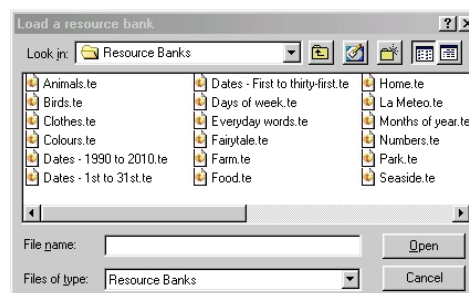
8. If you need to edit your merged book, click on the **View** button and select **Storyboard**.



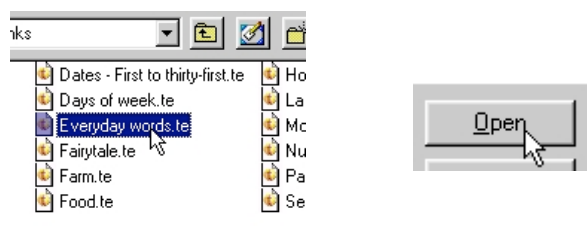
Using the General Resource Bank

The General Resource Bank has a number of word banks in a variety of topic areas.

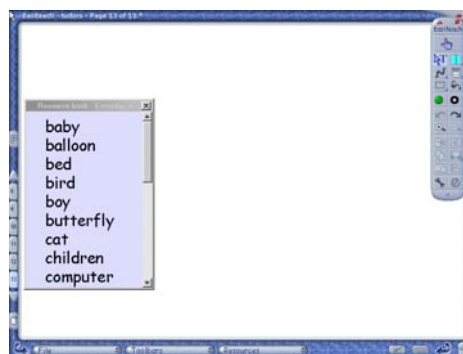
1. To use a topic bank, click on **Resources** and select **General Resource Bank**.
2. A navigation window appears with the **Resource Banks** folder open.



3. Select an appropriate word bank and click on **Open**.



4. The selected word bank opens on your Easiteach page.



5. Click on a word and drag and drop it onto your page.



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Word banks can be created in Textease and saved in the Resource Bank folder.

Using handwriting recognition

When using your Easibook you may want to annotate an Easiteach page or, (whilst using Glass mode) another application.

To do this you need to use the Handwriting recognition tool. The tool works best when used with a pen on an interactive whiteboard.

1. Click on the **Handwriting Recognition** button.
The **Handwriting** toolbar is displayed.



2. Using your pen, write some text on the Easiteach page.

3. The **Enter** button moves the cursor to the next line.



4. The backspace button allows you to delete one character at a time.



5. The **Recognition options** button allows you to choose between different recognition options.



6. The **Recognise as Numeric Only** button will recognise handwriting as numbers only.



7. The **Recognise as Non-Joined-Up Writing** button recognises non-cursive script (single strokes) only.



8. The **Recognise as Joined-Up Writing** button recognises cursive script, (joined-up strokes) only and is the default option.



9. To exit the Handwriting Recognition tool, click on the **Exit from Handwriting Recognition** toolbar.

